Lodge Farm Primary School- Knowledge Organiser

Computing Topic: **Unit 3.5 Email**	Year: 3 Term: Spring 2

Key Knowledge/Content:

- To think about different methods of communication.
- To open and respond to an email using an address book.
- To learn how to use email safely.
- To add an attachment to an email.
- To explore a simulated email scenario.

Links to:
Prior learning:
Accessing the World Wide Web
Sharing online
Safe logins.
Future learning:
Reliable sources
Sharing passwords
Reliability

Key vocabulary with definition:
Prior Vocabulary:
Address book - A list of people who you regularly send an email to.

Attachment - A file, which could be a piece of work or a picture, that is sent with the email.

Communication - The sharing or exchanging of information by speaking, writing, or using some other medium such as email.

Email (Electronic Mail) - An Internet service that allows people who have an email address to send and receive instant electronic letters.

New Vocabulary:
BCC - Blind Carbon Copy: A way of privately sending a copy of your email to other people so they can see the information in it, without the recipient knowing

CC - A way of sending a copy of your email to other people so they can see the information in it.

Compose - To write or create something.

Inbox - The folder where new emails go into when they are received.

Password - A secret word, phrase or combination of letters, numbers and symbols that must be used to gain admission to a site or application such as email.

Personal Information - Identifying information about yourself such as your name, address and telephone number.

Trusted Contact - A person who you know and trust, making an email from them safe to open.

By the end of this unit
All children can: Children understand the basic terminology of internet, such as: internet, search, webpage and World Wide Web.
Most children can: identify the layout points and features of a search engine.

Some children can: Independently, children can effectively retrieve relevant, purposeful digital content using a search engine and can alter the search phrase to yield relevant results

Background understanding for teachers and parents:
In this Unit children use 2Email in Purple Mash to be able to send and receive emails. 2Email is a safe place to teach children how to use email. Since 2Email only works within Purple Mash, children can only email Purple Mash users in their school. This supports online safety.

Curriculum Driver (one):
Communication
Evidence outcome:
To use 2email to be able to communicate with others. This also links to aspiration as lots of prospectus jobs include emails.