



# Laughton Junior & Infant School

Learning together, achieving together

ICT Skills Progression 2019/2020



	Foundation Stage	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
<b>National Curriculum</b>	<b>Using the Internet</b>						
<p><b>KS1</b> Pupils should be taught to:</p> <p>Understand what algorithms are; how they are implemented as programs on digital devices; and that programs execute by following precise and unambiguous instructions.</p> <p>Create and debug simple programs. Use logical reasoning to predict the behaviour of simple programs.</p> <p>Use technology purposefully to create, organise, store, manipulate and retrieve digital content.</p> <p>Recognise common uses of information technology beyond school.</p> <p>Use technology safely and respectfully, keeping personal information private; identify where to go for help and support when they have concerns about content or contact on the internet or other online technologies.</p>	<p>Use online activities to develop learning.</p> <p>Know that the internet can be used to find information.</p>	<p>Find information on predetermined websites.</p> <p>With support access information on a number of different sites.</p> <p>Know and use the key features of a web browser e.g. address bar, refresh button, search box, back/forward button.</p> <p>Can navigate websites and pages using hyperlinks and scroll bars.</p> <p>with support can log onto the internet.</p>	<p>Log onto the internet.</p> <p>Can use a search engine to locate information.</p>	<p>Enter web addresses.</p> <p>Know that there are many web browsers such as Internet explorer, Google chrome, Firefox, Opera and Safari.</p>	<p>Copy and paste text and media including images from websites.</p> <p>Know the key features of a web browser e.g. favourites bar, favourites, history.</p> <p>Print pages from the internet.</p>	<p>Preview pages before printing.</p> <p>Display the website full size and return to regular view.</p> <p>Download and use text and media, including images, from websites.</p> <p>Understanding the difference between thumbnail and full size images.</p> <p>Can use favourites and history to access websites including the favourites bar.</p>	<p>Zoom in/out of webpages.</p> <p>Adjust the text size in the browser.</p> <p>Recognise the difference between copying, saving and downloading items and choose the appropriate action.</p> <p>Can use advanced search terms to locate information efficiently.</p>
<b>Email</b>							
<p><b>KS2.</b> Pupils should be taught to: Design, write and debug programs that accomplish specific goals, including controlling or simulating physical systems; solve problems by decomposing them into smaller parts.</p> <p>Use sequence, selection, and repetition in programs; work with variables and various forms of input and output.</p>	<p>Knows that messages and information can be sent by email.</p>	<p>With support can send and receive email.</p>	<p>Can send and receive emails.</p>	<p>Can forward and reply emails.</p>	<p>Can send and open email attachments.</p> <p>Can 'cc' people into emails that are being sent.</p>	<p>Can access, add, delete and edit contacts.</p>	<p>Can create, edit and use group contacts.</p> <p>Can create, edit, add, and delete an email signature.</p>

<p>Use logical reasoning to explain how some simple algorithms work and to detect and correct errors in algorithms and programs.</p> <p>Understand computer networks including the internet; how they can provide multiple services, such as the world wide web; and the opportunities they offer for communication and collaboration.</p> <p>Use search technologies effectively, appreciate how results are selected and ranked, and be discerning in evaluating digital content.</p> <p>Select, use and combine a variety of software (including internet services) on a range of digital devices to design and create a range of programs, systems and content that accomplish given goals, including collecting, analysing, evaluating and presenting data and information.</p> <p>Use technology safely, respectfully and responsibly; recognise acceptable/unacceptable behaviour; identify a range of ways to report concerns about content and contact.</p>							
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### Working with Files and Folders

	<p>With help can open and save work.</p>	<p>Know the names and function or common computer components such as: mouse, keyboard, monitor, computer, tablet, headphones, microphones, cameras, projectors.</p>	<p>Can open and save work using a sensible file name.</p>	<p>Can save work into 'My Documents' and shared folders.</p> <p>Can use both 'save' and 'save as' and understand the difference.</p> <p>Can access work saved work in 'My Documents' and shared folders.</p>	<p>Understands the difference between 'My Documents' and shared folders.</p> <p>Can navigate their way through folders to locate files in different ways.</p>	<p>Understand the difference between saving and exporting work.</p> <p>Can save versions of the same work and understand why this can be useful.</p> <p>Can rename files.</p> <p>Can create and rename folders.</p>	<p>Can copy, paste, cut, move and create copies of saved work and folders by using copy, cut, paste as well as dragging and dropping.</p> <p>Can select multiple files and folders by dragging boxes, ctrl click and shift click.</p> <p>Can search for files and documents.</p> <p>Can use the 'open with' command to open documents with a specific program.</p>
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### Common Functions of Software e.g. short cuts, menu bars

	<p>Know that what is seen on screen can be printed.</p>	<p>Can open and save work.</p>	<p>Can select a printer and print.</p>	<p>Can change basic print settings (including: - number of copies)</p>	<p>Can use the shortcuts, button bar, file menu's and mouse to access common tools and commands in a range of</p>	<p>Can select printer, print and preview.</p> <p>Can change basic print settings (including: -</p>	<p><b>Can show/hide toolbars.</b></p> <p><b>Can use headers and footers.</b></p>
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				Can: choose, minimise, maximise and resize open windows/ documents/ programs.	programs (including: - Save, print, cut, copy, paste, open, bold, underline, italics, undo, redo, select all).  Can change the view e.g. zoom, whole page, page width.  Can cut, copy and paste text, pictures and objects between windows and programs.	number of copies, paper size, page orientation)  Can change page setup e.g. paper size, orientation, margins.  Can choose, minimise, maximise, resize and organise open windows/ documents/ programs.	<b>Can alter text wrapping and formatting of inserted objects.</b>  <b>Know how to use insert and overtype.</b>  <b>Can use 'home' and 'end' buttons to quickly jump to correct part of text.</b>
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### Word processing/ Publishing

	With help alter the colour, size and font of text.	Can alter the colour, size and font of text.  Can move to a specific place in the text by using the arrow keys or mouse.	Can use bold, italic and underline.	Can alter the formatting of text.  Can make text selections and cut, copy, paste and move them by using shortcuts and right mouse clicks.  Can insert text boxes and clipart.	Can insert tables and drawing objects.  Can align and justify text.  Can use the spell checker.	Can use columns.  Uses the 'Enter' key appropriately.  Can insert and use bullet points.  Can make text selections and cut, copy, paste and move them by using shortcuts, right mouse clicks, menu, button bar or dragging and dropping.  Can use the clipboard.  Can use the spelling and grammar checker and the thesaurus.  Can add borders.  Can add backgrounds.  Can align and distribute objects.  Can order and arrange objects.	
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### Mouse and Keyboard Skills

	Can touch and move the mouse.  Can click the mouse over an icon. (Point and click)	Can use the left mouse button to select/highlight text and objects.		Use right mouse button to reveal a menu of actions.  Is able to type fluently using both hands.	Understands the difference between the 'shift' and 'CAPS LOCK' keys and uses them appropriately.	Use left mouse button to drag and drop text, objects files and folders.  Use the scroll wheel to scroll and zoom.	Use left mouse button to select multiple files, folders, objects and sections of text.
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	<p>Can use the mouse to move and place items accurately on the screen. (Click and drag)</p> <p>Can recognise the letters of their name on a keyboard and type their name.</p>	<p>Use left mouse button to single click and double click.</p> <p>Can type and uses main keys for word processing e.g. backspace, space bar, full stop, enter, shift.</p> <p>Can type using both hands and uses main keys for word processing e.g. backspace, space bar, punctuation, enter, shift, caps lock.</p>				<p>Can use Print Screen button (PrtSc).</p> <p>Can use Tab key to move between cells, tab text, move to next button/box or select next object.</p>	<p>Can use 'Fn' button to access functions/actions where appropriate.</p> <p>Can use 'Ctrl + Alt + Del' to access menu.</p>
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### General

<p>Understands that you have to log on to a computer and can do this with support.</p> <p>Can switch a computer on and off and log off.</p>	<p>Can log onto a computer using a class/group username and password.</p> <p>Can open programs using desktop shortcuts.</p>	<p>Can log onto a computer using a personal username and password.</p> <p>Can open programs using the start programs menu.</p> <p>Can close programs.</p> <p>Can adjust the volume of a device and mute it.</p> <p>Can use the 'undo' command to correct a mistake.</p>	<p>Can log off, shutdown and switch users and understands the difference.</p> <p>Can open programs by searching for them.</p> <p>Can use the shortcuts: Undo, copy, paste.</p> <p>Can log off, shutdown and switch users and understands the difference.</p> <p>Can open programs by searching for them.</p>	<p>Solve simple problems such as: Ethernet cable being disconnected, wireless being switched off, previous user having not logged off, power being switched off, and cable disconnected or loose.</p> <p>Is aware of a range of software and chooses appropriately depending on the task. (See suggested list of software/APPs for common tasks)</p> <p>Can use the shortcuts: Cut, bold, italic, underline.</p>	<p>Recognise and name common connections e.g. USB, networking/Ethernet, mini USB, 3.5mm, HDMI, VGA.</p> <p>Can use 'print preview' to check appearance of documents before sending for print.</p> <p>Can use the shortcuts: Redo, save, open, print.</p>	<p>Can use the windows button to access task bar and related functions.</p> <p>Can adjust screen brightness to a suitable level.</p> <p>Can print documents to file/pdf.</p> <p>Know that there are many different file types and recognise some of the file extensions and their use. (jpeg, pdf, doc, png, ppt, wav, wma, mp3, flv, avi, pub, xls)</p> <p>Can use the shortcuts: Find, replace, spelling and grammar.</p>
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### iPad

<p>Can open and close apps.</p>	<p>Change volume and mute.</p> <p>Access symbols and numbers on the keyboard.</p>	<p>Can use two fingers to pinch/zoom and rotate.</p>	<p>Knows the difference between switching on and off and lock and unlock.</p> <p>Can search for apps.</p>	<p>Can use multi touch gestures to switch between apps, close apps and access home screen, view multitasking.</p> <p>Split/combine the keyboard.</p>	<p>Use camera roll to share media work between apps.</p> <p>Can close apps running in the background. (First thing to try when overcoming problems such as app freezing)</p>	<p>Use the 'open in' function to combine apps.</p> <p>Use the 'Filebrowser' app to share and access shared work and resources.</p> <p>Print work using the 'open in' function.</p>
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