

Colton Hills Community School medium term planning – IT/CS

Topic title: Introduction to the school network	Year: 7 Term: Autumn 1	Why we teach this: Learning what a network is and how to use the school network and laying foundation for the coming years to use school systems and cloud computing	Why we teach this here: We teach this initial unit in the beginning of year 7 to get students familiar with the school network and the contrast with cloud computing. Students are given login details to school network and Teams. Rules and expectations of using IT rooms are explained.
Big questions: <ol style="list-style-type: none"> 1) What are the rules to remain safe when using IT? 2) What is on my workstation? 3) How do I access my online accounts? 4) How do I send a good email? 5) What is touch typing and how will it help me? 	Builds on previous topics: <ul style="list-style-type: none"> - Links to previous learning at KS2 in ICT lessons building on already established skills from primary school. 	Links to future topics: <ul style="list-style-type: none"> - Internet Safety and the internet in Autumn 2. Understanding networks and cloud computing BTEC DIT. 	
		Key knowledge: <ul style="list-style-type: none"> - Discussion on school rules and rules in the IT classroom. Students to create a list of rules for the classroom. - Understand the importance of passwords and how to keep passwords safe. - Explanation of the school network and how to login safely. - Introduction to the workstation and how it differs from a standalone computer. - Network drives are introduced and the difference between the personal network drive and the shared drive. - School MFD's are introduced and how to effectively print to the school MFDs. Location of MFDs 	Key knowledge continued: <ul style="list-style-type: none"> - Online Office 365 accounts are issued and how to login safely. - Different areas of O365 are introduced. - Students create folders on the school network and OneDrive. - Email etiquette and the advantages and disadvantages. - Appropriate email composed and sent. - Introduction to touch typing and encourage effective IT digital skills.
Skills developed: <ul style="list-style-type: none"> - Logging into a school network - Creating folders - Saving documents to specific folders - Successfully signing into Office 365 - Creating online folders and files on OneDrive. - Sending an e-mail correctly - Learning the skills of touch typing 			
Mini/Interim assessments: Weekly retrieval questions. Termly summative assessment: Microsoft on-line form on Autumn 1 and Autumn 2 learning.	Independent study tasks/resources: Week 2: Create an ICT Safety poster and upload on to OneDrive. Week 5: Develop on touch type skills	Key vocabulary 1: Workstation Network Network resources Network drives	

Commented [JJ1]: 2021 ADD WORKSTATION AS A KEYWORD AND ON POWERPOINT

Cultural capital opportunities: - Visiting the school server room and IT Technicians to see where documents are saved. How the network operates daily. Visit a larger network to see how networks differentiate and how a larger scale cloud network differs to a small school LAN.	Whole school Curricular Concept links: Civic Responsibility – focus on responsibility of login credentials. Cultural Diversity – exploring the impact of e-mail netiquette and how different cultures have different take on e-mail etiquette. Technological progress – explore and compare school network with the cloud network.	Login Username Password Office 365 and Teams Server Storage Touch typing	
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<u>Week/ Phase</u>	<u>Key Features</u>	
1	Small Questions: ...	
	Key Activities/Resources: ...	Retrieval focus: ...
		Independent study: ...
2	Small Questions: ...	
	Key Activities/Resources: ...	Retrieval focus: ...
		Independent study: ...
3	Small Questions: ...	

	Key Activities/Resources: ...	Retrieval focus: ...
		Independent study: ...
<u>Week/ Phase</u>	<u>Key Features</u>	
4	Small Questions: ...	
	Key Activities/Resources: ...	Retrieval focus: ...
		Independent study: ...
5	Small Questions: ...	

	Key Activities/Resources: ...	Retrieval focus: ... Independent study: ...
6	Small Questions: ...	
	Key Activities/Resources: ...	Retrieval focus: ... Independent study: ...

