	PRE-PRIMARY	GRADE 1	GRADE 2	GRADE 3	GRADE 4	GRADE 5
TOOLS and CONTENT CREATION *investigate, create, communicate, collaborate, organize and be responsible*	Know how to switch on and log onto a computer using their own password. Know how to save and open documents. Know how to interact with onscreen items through clicking, tapping, dragging, dropping, scrolling, and swiping. Enter familiar words, using a physical or digital keyboard, into a word processor. Identify, locate and use modifier keys on a physical or digital keyboard, for example by using Shift and Caps Lock.	Use devices to take or record digitised media, including photography, audio and video. Find, open, save and delete documents within a folder structure. Recognise onscreen navigation symbols, including ←, →. Begin to use menus to find and use the cut, copy and paste functions, and to open dropdowns. Enter familiar words, using a physical or digital keyboard, into a word processor. Change the appearance of text by exploring the available tools, for	Develop fluency and accuracy when typing in increasing quantity. Know what shortcuts are and be able to use shortcuts for cut, copy, paste, save, undo and re-do. Identify and use spell-checking and proof-reading tools. Identify common features of onscreen layouts and icons across a range of applications. Add images to a document. Compose, read, respond to and share online messages with specific individuals and with groups. Use keywords to search for information in a search tool.	Develop fluency and accuracy when typing in increasing quantity. Know what shortcuts are and be able use shortcuts for cut, copy, paste, save, undo, re-do and help. Use devices to create increasingly sophisticated digital artefacts, including the use of sound, video, text and other multimedia. Understand how to create a folder structure and how to name folders and documents. Insert and complete a table within a text document. Edit, and organise, the layout of a document. Know that web pages have addresses known as URLs,	Develop fluency and accuracy when typing in increasing quantity. Use devices to create increasingly sophisticated digital artefacts, including the use of sound, video, text and other multimedia. Know ways to transfer files across devices. Locate and use standard tools on a device, e.g. the calculator and calendar. Edit images by changing colour, size and by cropping. Use search functions within applications to find information.	Develop fluency and accuracy when typing in increasing quantity. Use devices to create increasingly sophisticated digital artefacts, including the use of sound, video, text and other multimedia. Identify and use online and offline sources of help for using one or more applications. Insert hyperlinks into a document. Create and edit a text document to meet a brief. Understand the importance of using a variety of different search strategies.

		example by changing the colour, size and font type. Know a hyperlink connects websites and pages and can be linked to an icon, text or image.	Navigate storage hierarchy appropriate to the device.	and know how to bookmark these.		
SAFETY and WELL BEING *Investigate, create, communicate, collaborate, organize and be responsible*	Know what a password is and describe why passwords are useful. Know how to report digital content, or activity, that makes them feel unsafe or uncomfortable.	Understand that users can have many accounts and can choose what information to put into each one. Understand that there is a risk people online are not who they say they are.	Know that their information is personal and identify the risks of sharing that information online. Safely engage in online spaces, including in group chats, being aware that personal information and identifying photographs and/or videos should not be shared. Know that device use can be monitored. Understand that people can be upset by things said to, or about, them.	Know how to set secure and memorable passwords and understand why this is necessary. Understand that online content is stored and is hard to remove. Treat others respectfully online and know that they should also be treated with respect. Know that any images, videos, information or opinion shared online can be kept and shared further. Know the benefits and risks of online anonymity.	Understand the need to set security and privacy settings to ensure that only content they want people to access is seen. Understand that what a user does online can have positive and negative consequences for themselves and for others, both online and offline. Understand the risks of engaging with people online that they do not know. Know that online content can be published and accessed instantly. Recognise that cyberbullying takes place	Understand that any device connected to the internet is vulnerable to attack from malware. Recognise that opinions expressed online can be misinterpreted by others. Understand that a digital footprint is a record of online activity, including the sharing of images, videos, information or opinions. Understand that any content shared online can be copied to other locations and used by other people. Understand that offensive and illegal online behaviour, which includes

					online and can take many forms. Recognise the implications of overusing devices.	cyberbullying, should be reported and that there are formal procedures for this. Describe ways to protect their safety and wellbeing before, during and after digital activity.
THE DIGITAL WORLD *investigate, create, communicate, collaborate, organize and be responsible*	Understand that online content is presented on interconnected websites and pages. Know there are a range of devices that are all computers, including; personal computers, laptops, tablets and mobile telephones. Identify the visible components of computing systems, including; computer, keyboard, mouse, screen, touch pad, headphones, speaker, camera and microphone. Identify the tasks that devices are used for at home.	Know that digital technology can give access to a wide variety of information. Understand that the internet is a network and that it has physical parts. Understand that technology can be used to communicate locally and globally. Describe the difference between hardware and software	**3DW.01** Understand that people create online content for a purpose, including advertising, expressing their opinions and sharing information. **3DW.02** Know that computers and their use has changed over time.	Recognise that online content may provide false information with the intent to deceive. Know that digital communication enables online communities to exist. Understand that online communication has changed the way people interact. Know that software requires specific hardware to operate.	Describe the benefits and risks of instant online communication. Describe key benefits of computer use to society and individuals. Understand that some hardware and software can be incompatible with other hardware and software.	Understand that restrictions apply to the copying of online content. Describe how the internet has changed the way in which people shop. Describe how online streaming has changed how people access media and entertainment. Understand how digital technology can be disruptive.