

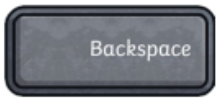



Touch Typing Knowledge Organiser



We will be using BBC Dance Mat to practise two-hand touch typing



Golden Vocabulary - Links to previous learning	
Keyboard	The hardware that we use to type
Keys	The buttons on the keyboard
Typing	The action of pressing the buttons to show text on the screen

Vocabulary	
Top Row Keys	The top row of letters on a keyboard
Home Row Keys	The middle row of letters on a keyboard
Bottom Row	The bottom row of letters on a keyboard
	Use this key to delete the character before the cursor.
Backspace 	Hold the Shift key to type a single capital letter or the additional symbol on some keys.
Shift 	Use this key to enter a space between two word
Space Bar	
Enter 	Use this key to start a new line of text or to enter information.

E-Safety Knowledge Organiser

When using the internet we need to know how to be a digital citizen and understand how to use it responsibly and safely



Golden Vocabulary - Links to previous learning	
E-Safety	Rules on how to stay safe while using the Internet
Internet	A network of computers connected to each other around the world
Devices	The hardware that u=you use when using the Internet - phone, tablet, computer, laptop

Vocabulary	
	S is for safe
	M is for Meet
	A is for accepting
	R is for reliable
	T is for tell
	Be SMART with a heart



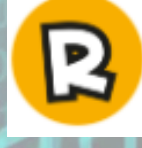
Keep your personal information safe. When chatting or posting online don't give away things like your full name, password or home address. Remember personal information can be seen in images and videos you share too.



Meeting up with someone you only know online, even a friend of a friend, can be dangerous as this person is still a stranger. If someone you only know online ever asks you to meet up, for personal information or for photos/videos of you then tell an adult straight away and report them together on www.thinkuknow.co.uk



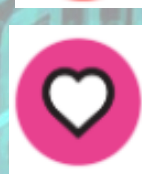
Think carefully before you click on or open something online (e.g. links, adverts, friend requests, photos) as you never know where they may lead to or they may contain viruses. Do not accept something if you are unsure of who the person is or what they've sent you.



You cannot trust everything you see online as some things can be out of date, inaccurate or not entirely true. To find reliable information compare at least three different websites, check in books and talk to someone about what you have found.



Tell a trusted adult if something or someone ever makes you feel upset, worried or confused. This could be if you or someone you know is being bullied online. There are lots of people who will be able to help you like your teachers, parents, carers or contact Childline - 0800 11 11 or www.childline.org.uk



Remember to always be smart with a heart by being kind and respectful to others online. Make the internet a better place by helping your friends if they are worried or upset by anything that happens online.