SUMMERFIELD EDUCATION CENTRE

CARING
BELIEVING
UNDERSTANDING

Supporting students on their path to success

Key Stage 3 ICT Throughout the Curriculum

Rationale

Using computers, tablets, game consoles and smart phones are part of our everyday lives. Young people are immersed in a world of gadgetry, navigating their way through a maze of on-line information. As such we have a responsibility to guide them to do this safely, responsibly and productively. Throughout KS3 we do not have specific ICT lessons, instead we introduce ICT throughout the curriculum.

For example:

iMedia & Art allows pupils to explore their creativity – beginning to use photo-shop, manipulating images to enhance the colours and backgrounds.

PSHE gives pupils opportunities to discuss how to stay safe online e.g. the importance of keeping passwords safe and not sharing personal information, not putting themselves at risk, navigating the Web etc.

English – using word processing to write newspaper articles, stories, letters etc.

Music – using a computer based programme to compose their own music.

Maths – creating graphs and charts.

Food – creating PowerPoints to explain recipe ideas and methods.

Responsibility 'Creating & Displaying'	Relationships – 'Staying Safe Online'	Resilience 'Using ICT Productively'
Students use Word Processing, PowerPoint and Photoshop learning essential concepts and skills demonstrating an ability to enter, edit and combine text and other information accurately within word processing document. Using PowerPoint to structure information to a group. Using Photoshop to manipulate images and producing art work. Students will learn how to: • Identify what types of information are needed in documents. • Identify what templates are available and when to use them • Use keyboard or other input method to enter or insert text and other information • Combine information of different types or from different sources into a document • Enter information into existing tables, forms and templates Use editing tools to amend document content • Store and retrieve document files effectively, in line with local guidelines and conventions where available • Create and modify tables to organise tabular or numeric information • Select and apply heading styles to text • Identify what formatting to use to enhance presentation of the document • Select and use appropriate techniques to format characters and paragraphs • Select and use appropriate page layout to present and print documents • Check documents meet needs, using IT tools and making corrections as necessary • Understand what PowerPoint is used for • Create a title slide	Students will understand how to use the Internet and essential concepts and skills relating to effective use of the Internet and email and demonstrating an ability to use e-mail software tools and techniques to compose and send messages and manage incoming email effectively. Furthermore they will be able to enter, edit and organise structured information in a database, use browser software to navigate web pages, use browser tools to search for information from the internet, use browser software to communicate information online and follow and understand the need for safety and security practices when working online Students will learn how to: • Use software tools to compose and format e-mail messages • Attach files to e-mail messages • Send e-mail messages • Identify how to stay safe and respect others when using e-mail • Use an address book to store and retrieve contact information • Follow guidelines and procedures for using e-mail • Identify when and how to respond to email messages • Read and respond to e-mail messages appropriately • Identify what messages to delete and when to do so • Organise and store e-mail messages • Respond appropriately to common e-mail problems • Identify different types of connection methods that can be used to access the Internet	Students will understand how ICT improves productivity demonstrating how to plan and review their use of predefined or commonly used IT tools for activities that are straightforward or routine. As a result of reviewing their work, they will be able to identify and use automated methods or alternative ways of working to improve productivity. Users will be able to plan the use of appropriate IT systems and software to meet requirements, use IT systems and software efficiently to complete planned tasks and review the selection and use of IT tools to make sure that work activities are successful Students will learn how to: • Identify the purpose for using IT • Identify the methods, skills and resources required to complete the task successfully • Plan how to carry out the task using IT to achieve the required purpose and outcome • Identify reasons for choosing particular IT systems and software applications for the task • Select IT systems and software applications as appropriate for the purpose • Identify any legal or local guidelines or constraints that may affect the task or activity • Identify automated routines to improve productivity • Use automated routines that aid efficient processing or presentation • Complete planned tasks using IT • Review outcomes to make sure they meet the requirements of the task and are fit for purpose

- Add new slides to a presentation
- Change the layout of their presentation
- Change the background of their presentation
- Insert clip art and pictures
- Set up transitions
- Set up animations
- Insert hyperlinks
- Create a work area on Photoshop
- Understand how to use Photoshop tools, including secondary options
- Adding and re-sizing images
- Using basic shortcuts
- Using shortcuts for editing images
- Using shortcuts for editing layers
- Understanding how to create layers
- How to export and image
- Use Computer based programming for composing music towards their Arts Award.

- Access the Internet or intranet
- Use browser tools to navigate webpages
- Identify when to change browser settings to aid navigation
- Adjust browser settings to meet needs Use browser help facilities
- Select and use appropriate search techniques to locate information
- Outline how information meets requirements
- Use references to make it easier to find information another time
- Download and save different types of information from the Internet
- Select and use tools and techniques to communicate information online
- Use browser tools to share information sources with others
- Submit information online using forms or interactive sites Identify opportunities to post or publish material to websites

- Decide whether the IT tools selected were appropriate for the task and purpose
- Identify the strengths and weaknesses of the completed task
- Identify ways to make further improvements to work

Responsibility	Relationships	Resilience
Students will be encouraged to take responsibility for the quality of the work that they produce and their conduct in lessons, enabling them and others to make the best possible progress. They will take responsibility for their own learning through independent study and will need to monitor their progress through both teacher and key task assessments.	Students will be encouraged to take pride in their learning and progress; this will be celebrated through recognition of their achievements in the feedback that they receive. Though structured and differentiated learning opportunities, students will develop their confidence and self-esteem. Students will be motivated and engaged in their learning, which will foster positive relationships and an enthusiasm for learning and positive behaviour.	Students will be given opportunities to develop and demonstrate their resilience, through problem solving and considering the best way in which to solve a problem. They will be encouraged to identify that there could be more than one way of tackling a problem and not every solution will be efficient. By creating a positive learning climate, students will be more confident at trying new things, coping with change and dealing using STAR Marking feedback to improve their work.