
















Online Safety: Emailing

<p>Aim: 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 technology safely, respectfully and responsibly; recognise acceptable/unacceptable behaviour; identify a range of ways to report concerns about content and contact in the context of sending and receiving emails safely.</p> <p>To safely send and receive emails.</p>	<p>Success Criteria: I can discuss email as a form of communication. I can identify an email that I should not open. I can write an email with an address and subject. I know how to safely send an email. I know how to safely receive an email.</p>	<p>Resources: Lesson Pack Laptops/desktops (optional)</p>
	<p>Key/New Words: Email, Internet, secure, safe, inbox.</p>	<p>Preparation: Differentiated Safe to Open Activity Sheet - per child Blank Email Activity Sheet - per child (optional) Email Handy Hints Sheet - as required</p>

Prior Learning: Children will have already covered aspects of online communication in previous units.

Learning Sequence

	<p>Who Uses Email? Discuss the question prompts on the Lesson Presentation. Ask children to consider why people use email and how it can be useful. Discuss the prompts at the bottom of the slide, exploring some of the benefits of email as a form of communication. <i>Can children discuss email as a form of communication?</i></p>	
	<p>Is It Safe? Working in mixed-ability groups, children discuss and write down whether they think email is safe to use. Use the question prompts on the Lesson Presentation to guide the discussion. <i>Can children discuss email as a form of communication?</i></p>	
	<p>Stop and Think: Using the information on the Lesson Presentation, discuss the rules for deciding if an email is safe to open. Discuss the warning signs on the slide and encourage children, if they see any of these things, to be cautious and ask an adult if they are unsure. Children then complete the Safe to Open Activity Sheet by ticking or crossing the emails to indicate if they think they should open them or not, explaining their choices. Once children have completed the activity, use the Lesson Presentation to check the answers. <i>Can children identify an email that they should not open?</i></p> <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">  <p>Using the differentiated Safe to Open Activity Sheet, children decide if a series of emails are safe to open or not, matching the emails with clues to help inform their decision.</p> </div> <div style="text-align: center;">  <p>Using the differentiated Safe to Open Activity Sheet, children decide if a series of emails are safe to open or not, explaining what clues they used to help them make their decision.</p> </div> <div style="text-align: center;">  <p>Using the differentiated Safe to Open Activity Sheet, children decide if a series of emails are safe to open or not, explaining why they came to their decisions. Children also complete an extra challenge question about the safety of an email they might receive.</p> </div> </div>	
	<p>Snappy Senders: Model how to send an email. <i>Can children identify what an email address should look like?</i> Highlight the importance of a clear subject. Model how to write an email using the prompts on the Lesson Presentation. <i>Do children know how to safely send an email?</i></p>	
	<p>Email Me: Children use either the Blank Email Activity Sheet or an approved school email account to practise writing an email to the teacher. <i>Can children write an email with an address and subject?</i></p>	
	<p>Should You Have an Email Address? Discuss age restrictions on certain email sites. Using the information on the Lesson Presentation, explain that some schools have emails because they are on a closed network. Ensure that children know not to send or receive email without an adult. <i>Do children know how to safely send an email? Do children know how to safely receive an email?</i></p>	

Taskit

Compareit: Compare emails and letters. Discuss key features of each, such as layout, content, pros and cons, etc. This could form part of a classroom display.

Sendit: Children write and send emails to a teacher in school, explaining how to recognise safe and unsafe emails.



Computing

Online Safety

Computing | Year 3 | Online Safety | Emailing | Lesson 4

Emailing



Aim

- To safely send and receive emails.

Success Criteria

- I can discuss email as a form of communication.
- I can identify an email that I should not open.
- I can write an email with an address and subject.
- I know how to safely send an email.
- I know how to safely receive an email.

Who Uses Email?



Why do we use email?
What is it useful for?



Most adults now use emails every week or even every day, depending on their jobs.

Emails are quick and easy to write and send.
It is much quicker to communicate with email than with a letter.
With emails, you also have a record of what's been said, unlike with a phone call.

Is It Safe?



Sit with your group. Discuss and try to answer this question:

Is emailing safe?



- Is it safer than sending a letter?
- Could other people see it?
- Is it always safe to open an email?
- What could an email contain?

Stop and Think



There are some basic rules to follow when deciding if an email is safe to open.

- If you know the sender and the subject is something that seems normal, it will likely be safe to open.
- If it is from a company that you know, the email address looks correct and the subject seems normal, it will likely be safe to open.



Warning Signs



One or more of these things might mean an email is unsafe to open:

- an unknown or strange-looking email address
- an email address pretending to be something else (e.g. instead of the address might say)
- spelling mistakes in the subject or a strange subject title

Stop and Think



Use the **Safe to Open Activity Sheet** and decide if you would open each email and explain why. Use the **Email Handy Hints Sheet** to help you remember the rules.



Email Handy Hints

There are some basic rules to follow to help you decide if an email is safe to open:

- If you know the sender and the subject is something that seems normal, it will likely be safe to open.
- If it is from a company that you know, the email address looks correct and the subject seems normal, it will likely be safe to open.

Warning Signs

If you see one or more of these things, it may mean the email is unsafe to open:

- an address or strange looking email address
- an email address pretending to be something else (e.g. Instead of teacher@school.co.uk, the address might say Mrs M teacher@net.co)
- spelling mistakes in the subject or a strange subject title



Snappy Senders



How do we write an email?

- Write the email address (or addresses) you are sending it to in the 'To' bar.
- Write a short title for the email in the 'Subject' bar that gives the recipient a clue as to what the message is about.
- Think about who you are sending the email to. Just like a letter, you may need to be more **formal** depending on who you are writing to.

The diagram shows a simplified email composition interface. It features four horizontal input fields stacked vertically. The first field is labeled 'To:', the second 'Subject:', and the third 'From:'. Below these fields are two buttons: 'Send.' and 'Attach'. The 'Attach' button has a small paperclip icon next to it. The entire form is enclosed in a rectangular border.

Email Me



Use your **Blank Email Activity Sheet** or a computer to demonstrate how to write an email.



Should You Have an Email Address?

It is important to remember that most email providers have age restrictions. Usually, you cannot have your own email address until you are thirteen years old.

- If you need to use an email address to contact someone, you could ask to do it with your parents' email address.
- You might also be able to have an email address on a **closed network**. Your school may set you up an email address which you can use to email other people in your school.



On a closed network, only authorised computers or email addresses would be able to connect. This means you would only be able to send or receive emails from the addresses that are part of the school network.

Aim



- To safely send and receive emails.

Success Criteria

- I can discuss email as a form of communication.
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- I can write an email with an address and subject.
- I know how to safely send an email.
- I know how to safely receive an email.



Aim: To safely send and receive emails.				Date:					
				Delivered By:			Support:		
Success Criteria	Me	Friend	Teacher	T	PPA	S	I	AL	GP
I can discuss email as a form of communication.				Notes/Evidence					
I can identify an email that I should not open.									
I can write an email with an address and subject.									
I know how to safely send an email.									
I know how to safely receive an email.									
Next Steps									
) _____									
) _____									

T	Teacher	I	Independent
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To:

Subject:

From:

Send

Attach



Email Handy Hints

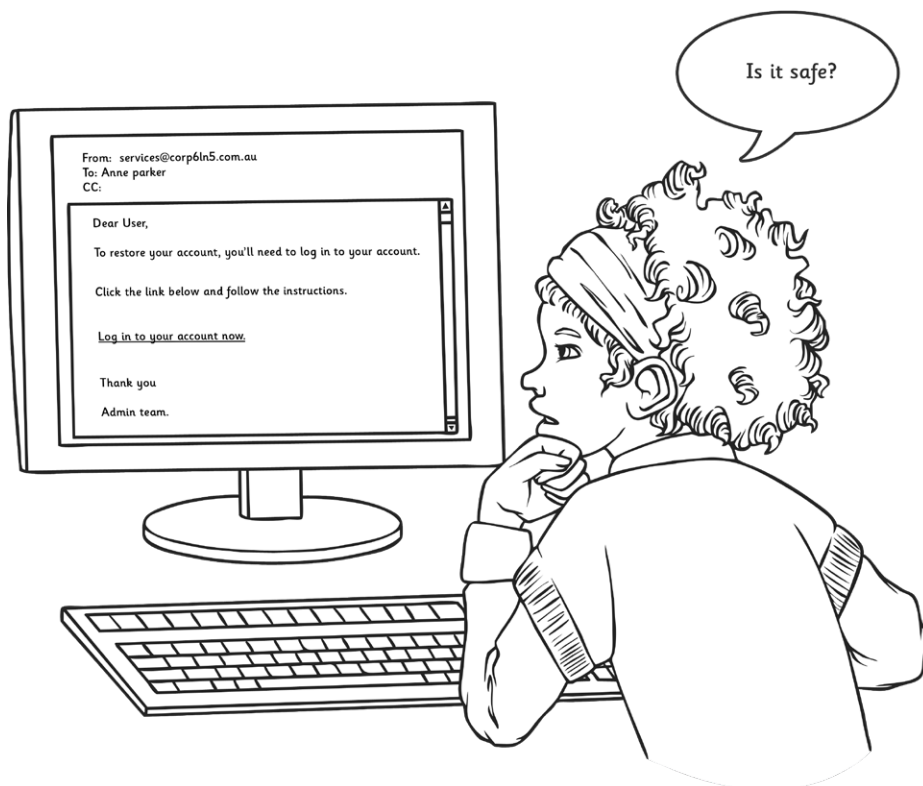
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Warning Signs

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- an unknown or strange-looking email address
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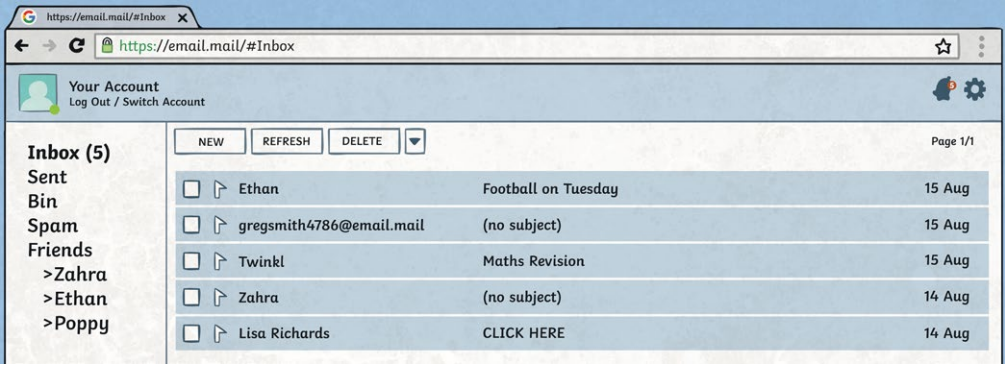




Safe to Open



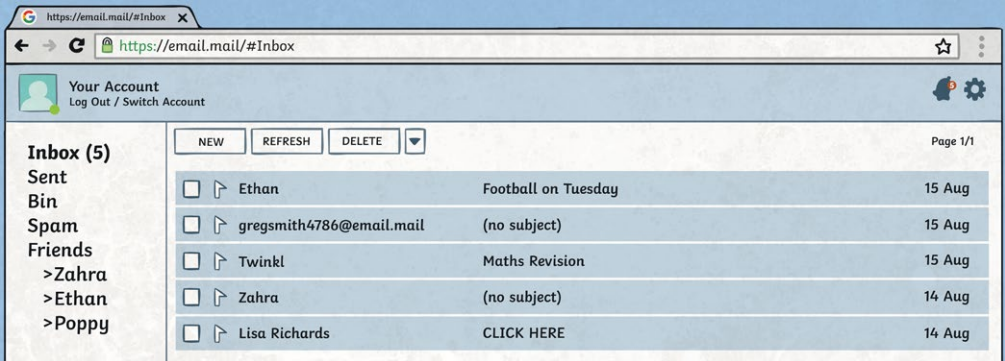
Draw lines to match the emails to the clues that it is safe or unsafe, then tick or cross to say if you would open it.

Look at these emails:		Would you open it? (tick or cross)
 <p>The screenshot shows an email inbox with the following details:</p> <ul style="list-style-type: none"> Sender: Ethan, gregsmith4786@email.mail, Twinkl, Zahra, Lisa Richards Subject: Football on Tuesday, (no subject), Maths Revision, (no subject), CLICK HERE Date: 15 Aug, 15 Aug, 15 Aug, 14 Aug, 14 Aug 	You can see your friend's name and address; the subject is blank.	
	You don't recognise the address of the sender; the subject is blank.	
	You can see your friend's name and address; the subject is something you would expect from them.	
	You don't recognise the address of the sender; the subject is very general and it could be for anyone.	
	You can see it's from a company you recognise; the subject seems normal and	



Safe to Open

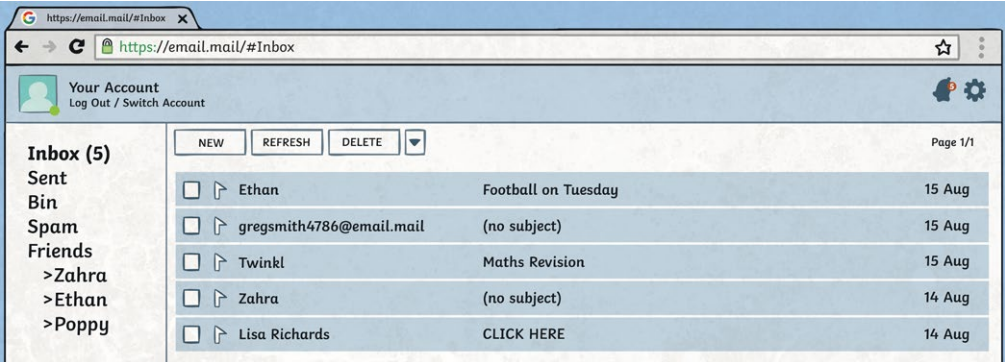


Look at these emails:	What clues are there that the email is safe/unsafe to open?	Would you open it? (tick or cross)
		



Safe to Open



Look at these emails:	Would you open it? (tick or cross)	Explain why:
		

Think! If you receive an email from a friend you know but it just contains a link to click on, no subject or other writing, should you trust it? Why? _____

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