

# Communication and Collaboration

## Computing | Year 4 | Planning Overview

### Introduction

In this unit about Communication and Collaboration, the children will begin by gaining an understanding of the difference between online and offline communication. Then, they will explore online communication in detail, as well as looking at the positives and negatives of different online communication methods. Children will also learn all about emails. They will learn about: the features of email in detail; the process of how emails are sent; explore what email protocols are and then practise sending emails themselves. They will also learn how to send attachments in an email and understand what spam emails are, delving into the concept of phishing. Finally, children will explore how to collaborate online using a cloud storage service and the tools they offer for editing online documents, working collaboratively alongside others. Accompanying this unit is a helpful [document](#) which collates the subject knowledge for this unit and is used throughout the unit.

### Hardware and Software

#### Hardware

- Access to PC devices, such as laptops, Chromebooks and/or tablets.

#### Software

- Access to Microsoft Accounts, including Outlook and OneDrive
- or
- Access to Google Accounts, including Gmail and Google Drive.

### Health and Safety

Children should be encouraged to have good posture and sit up to the computer. Children should not spend extended periods of time looking at the screen. Ensure safe and responsible use of portable digital devices, discouraging children moving around the classroom with technology. Make sure that food and drink are kept away from all electronic items.

### Home Learning

In this task, children should use their knowledge of key vocabulary from the unit to solve the clues and complete the crossword.

In this task, children should use their knowledge of safe or spam email warning signs to create an example of a spam email and a safe email. Templates are provided, alongside a reminder of what the spam email warning signs are.

### Disclaimers

#### Digital and Online Safety:

Children should be shown how to use the Internet safely and responsibly. Children should be consistently reminded of the SMART rules for online safety. Devices should be used in a public area with screens visible at all times.

#### External Links:

We hope you find the information on our website and resources useful. This resource contains links to external websites and/or external apps. Please be aware that the inclusion of any link in this resource should not be taken as an endorsement of any kind by Twinkl of the linked website and/or app, or any association with its operators. You should also be aware that we have no control over the availability of the linked pages and/or apps. If the link is not working, please let us know by contacting TwinklCares and we will try to fix it although we can assume no responsibility if this is the case. We are not responsible for the content of external sites and/or external apps.

### Assessment Statements

By the end of this unit...

#### Working Towards the Expected Level:

- |  |  |
|--|--|
| <ul style="list-style-type: none"><li>• Children can recognise different methods of online communication and begin to think about the positives and negatives of communicating online.</li><li>• Children will be able to understand features of email and recognise warning signs of spam emails.</li><li>• Children understand how to send and receive emails.</li></ul> | <ul style="list-style-type: none"><li>• Children will be able to recognise what an attachment is.</li><li>• Children understand what a cloud storage service is and the tools available to collaborate online.</li><li>• Children understand how to open and edit a shared document using online collaborative tools and consider how to be respectful online.</li></ul> |
|--|--|

#### Working At the Expected Level:

- |  |   |
|--|---|
| <ul style="list-style-type: none"><li>• Children are confident in recognising different methods of online communication and can identify the positives and negatives of communicating online.</li><li>• Children can identify and recognise features of email and demonstrate an understanding of spam emails and phishing.</li><li>• Children will be able to send emails using the CC feature.</li></ul> | <ul style="list-style-type: none"><li>• Children will be able to demonstrate their understanding of attachments.</li><li>• Children understand what a cloud storage service is and can explain how the tools available are used to collaborate online, considering the positives and negatives.</li><li>• Children can demonstrate their understanding of opening and editing a shared document using online collaborative tools and suggest how to be respectful online.</li></ul> |
|--|---|

#### Working At Greater Depth:

- |  |   |
|--|---|
| <ul style="list-style-type: none"><li>• Children are confident in identifying different methods of online communication and can explain the positives and negatives of communicating online in detail, giving examples.</li><li>• Children are confident in identifying features of email and explain the warning signs of spam and phishing emails.</li><li>• Children will be able to confidently send emails using the CC and BCC features.</li></ul> | <ul style="list-style-type: none"><li>• Children will be able to confidently demonstrate and explain their understanding of attachments.</li><li>• Children can explain what a cloud storage service is and can confidently demonstrate how the tools available are used to collaborate online, explaining the positives and negatives.</li><li>• Children can demonstrate their understanding of opening and editing a shared document using online collaborative tools with confidence and offer thoughtful explanations for how to be respectful online.</li></ul> |
|--|---|

## Lesson Breakdown

### 1. Communicating Online

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.

Use technology safely, respectfully and responsibly; recognise acceptable/unacceptable behaviour; identify a range of ways to report concerns about content and contact.

To explore the different ways we can communicate online.

To understand the positives and negatives of communicating online.

### Resources

- Sticky notes
- Scissors
- Glue

### Additional Lesson Information and Possible Misconceptions

Within this lesson, many forms of communication are discussed. A possible misconception may be that children assume all communication is verbal. It is important that children understand that communication comes in many different forms.

#### Social Media Disclaimer:

This resource/information is not intended to encourage social media use and we cannot accept any responsibility for pupils that sign up to social media sites after using this resource/information.

#### Scissor Disclaimer:

To ensure the safety of the children in your setting, it is your responsibility to assess whether adult supervision or other appropriate safety measures are required when using scissors

### 2. Exploring Email

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.

Use technology safely, respectfully and responsibly; recognise acceptable/unacceptable behaviour; identify a range of ways to report concerns about content and contact.

To understand what email is and how it is used.

### Resources

- Highlighters

### Additional Lesson Information and Possible Misconceptions

It may be beneficial to show the children what an email looks like on the email client they will be using. It is recommended that a separate teacher email account is created for demonstration purposes within this lesson to avoid sensitive information being displayed to children.

### 3. Email Expert

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.

Use technology safely, respectfully and responsibly; recognise acceptable/unacceptable behaviour; identify a range of ways to report concerns about content and contact.

To understand how to send and receive emails.

### Resources

#### Hardware:

- Access to PC devices, such as laptops, Chromebooks and/or tablets.

#### Software:

- Access to \_\_\_\_\_ - as required
- Access to \_\_\_\_\_ - as required

### Additional Lesson Information and Possible Misconceptions

This unit provides lesson content for both Google and Microsoft users. Children will need a school email account to send and receive emails. This may need to be discussed with the school's IT technician. The email settings should only allow children to send emails within the school's domain.

If possible, it would be helpful to set up a contact list of all children in the class, for ease of the teacher sending an email to all children at once.

It is also recommended to create a separate email account for demonstration purposes within this lesson to avoid sensitive information being displayed to children.

### 4. Adding Attachments

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.

Use technology safely, respectfully and responsibly; recognise acceptable/unacceptable behaviour; identify a range of ways to report concerns about content and contact.

Use search technologies effectively, appreciate how results are selected and ranked, and be discerning in evaluating digital content.

To use the features of email to communicate with others.

### Resources

#### Hardware:

- Access to PC devices, such as laptops, Chromebooks and/or tablets.

#### Software:

- Access to \_\_\_\_\_ - as required
- Access to \_\_\_\_\_ - as required

### Additional Lesson Information and Possible Misconceptions

It is recommended to use a separate email account for demonstration purposes within this lesson to avoid sensitive information being displayed to children

#### Safe Searching:

This lesson involves children searching on the Internet. Please be mindful of search terms/topics used and connotations that could result in inappropriate links and pages. Child-friendly search engines are advised, such as KidRex or Kiddle.

## 5. Collaborating Online

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.

Use technology safely, respectfully and responsibly; recognise acceptable/unacceptable behaviour; identify a range of ways to report concerns about content and contact.

Select, use and combine a variety of software (including Internet services) on a range of digital devices to design and create a range of programs, systems and content that accomplish given goals, including collecting, analysing, evaluating and presenting data and information.

To know how to work collaboratively using online software.

## Resources

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- Large sheets of paper
- Pens or pencils
- Highlighters

### Hardware:

- Access to PC devices, such as laptops, Chromebooks and/or tablets.

### Software:

- Access to \_\_\_\_\_ - as required
- Access to \_\_\_\_\_ - as required

## Additional Lesson Information and Possible Misconceptions

It is recommended to use a separate Google Drive/ Microsoft OneDrive account for demonstration purposes within this lesson to avoid sensitive information being displayed to children.

Mixed-ability groupings could be beneficial for this task and groups will need to also remain the same for the next lesson. One child in each group will need to be nominated as a project leader. The project leader will be responsible for leading the group and sharing the document with the members of their group.

The posters the children produce in the Collaboration Challenge will need to be used in the next lesson so it is advised to keep these in a safe place.

## 6. Collaborative Comments

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.

Use technology safely, respectfully and responsibly; recognise acceptable/unacceptable behaviour; identify a range of ways to report concerns about content and contact.

Select, use and combine a variety of software (including Internet services) on a range of digital devices to design and create a range of programs, systems and content that accomplish given goals, including collecting, analysing, evaluating and presenting data and information.

To know how to use collaborative tools online to contribute to others' work.

## Resources

- Pens or pencils
- Highlighters
- Sticky notes

### Hardware:

- Access to PC devices, such as laptops, Chromebooks and/or tablets.

### Software:

- Access to \_\_\_\_\_ - as required
- Access to \_\_\_\_\_ - as required

### Additional Lesson Information and Possible Misconceptions

It is recommended to use a separate Google Drive/ Microsoft OneDrive account for demonstration purposes within this lesson to avoid sensitive information being displayed to children.

Children should remain in the same groups they worked with in the previous lesson. The posters the children produced in the Collaboration Challenge in the previous lesson will also be needed. Groups will swap their poster with another group.

This lesson provides a recap on how children should login and access their Google Drive/OneDrive account. This section of the lesson can be omitted if the children are confident in logging in independently.