

Providence English Private School

Digital Literacy (Year 3)

Tools and Content Creation

- 3TC.01 Develop fluency and accuracy when typing in increasing quantity.
- 3TC.02 Know what shortcuts are and be able to use shortcuts for cut, copy, paste, save, undo and re-do.
- 3TC.03 Identify and use spell-checking and proof-reading tools.
- 3TC.04 Identify common features of onscreen layouts and icons across a range of applications.
- 3TC.05 Add images to a document.
- 3TC.06 Compose, read, respond to and share online messages with specific individuals and with groups.
- 3TC.07 Use keywords to search for information in a search tool.
- 3TC.08 Navigate storage hierarchy appropriate to the device.

Safety and Wellbeing

- 3SW.01 Know that their information is personal and identify the risks of sharing that information online.
- 3SW.02 Safely engage in online spaces, including in group chats, being aware that personal information and identifying photographs and/or videos should not be shared.
- 3SW.03 Know that device use can be monitored.
- 3SW.04 Understand that people can be upset by things said to, or about, them.

The Digital World

- 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.