our	renuan Filmary School -	ndah Primary School – ICT Capabilities & Curriculum Links - Managing & Operating ICT							
		K/PP	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	
Managing & Operating ICT	Identify Computer – Based Technologies (Understand ICT Systems)	□ Identifies an iPad desktop computer, notebook and IWB	■ Use correct terminology for basic computer components and peripherals:	■ Understand and uses correct terminology for: • Computer (brains of computer) • Monitor (eyes of computer) • Keyboard (to write with) • Mouse (control & select icons on screen) • Touch Pad (alternative to mouse)) • Printer (output device) • Camera (input device)	<ul> <li>□ Understand and uses correct terminology for additional peripheral devices:</li> <li>• USB</li> <li>• CD/DVD</li> <li>• External Hard Drive</li> <li>• Speakers</li> <li>• Microphone</li> <li>• Scanner</li> <li>□ Identify the differences between various computers (iPad, notebook and desktop) and consider pros and cons of usage</li> </ul>	<ul> <li>□ Consolidate knowledge and understandings from Year 3</li> <li>□ Introduce concept of input (e.g. keyboard) and output devices (e.g. monitor)</li> <li>□ Classify software into applications, system and computer programming tools</li> <li>□ Differentiate between hardware and software and select appropriate programs to suit a particular purpose</li> </ul>	■ Understanding the uses of standard input, processing, output and storage components:  Input –keyboard, microphone Process – central processing unit (CPU) Output –monitor, speakers, projector Storage– cloud, USB, hard drive Understanding the use and role of system, e.g. Windows, iOS, Android and application software, e.g., MS Word	□ Consolidate Year 5 understandings □ Understands the brains of a computer processor is listed as Gigahertz or GHz □ Understands that random access memory (RAM) is the computers operating memory which make software programs run more efficiently □ Understands that the hard disk drive storage (computer's long-term memory) is measured in gigabytes (Gb) or terabytes (TB)	
	Use of Computer-Based Technologies  (Select and Use Hardware and Software)	□ Operate basic functions, e.g., swipe to unlock □ Refer to Creating with ICT for specific examples on using software and hardware devices, e.g., cameras	□ Operate basic functions, e.g., swipe to unlock and select home button to close apps on iPad □ Independently copy log in information for apps or online use □ Use a mouse, or keyboard to operate familiar program □ Introduce keyboarding skills – space, shift, caps lock, backspace & numerals keys □ Use head phones with care □ Recognise symbols and icons on a computer screen □ Refer to Creating with ICT for specific examples on using software and hardware devices, e.g., cameras and printers	■ Operate basic functions e.g. menus, scrolling, toolbars etc. ■ Open and close computers correctly to ensure up-dates are downloaded and previous users are logged off ■ Independently apply keyboard skills introduced in Year 1 and learn additional punctuation and typing features ■ Introduction mouse functions/short cuts, e.g., copy, cut and paste ■ Typing skills – practise through online software, e.g., TypingClub.com ■ Refer to the NAPLAN Online Capabilities (ICT Skills Guide) ■ Refer to Creating with ICT for specific examples on using software, e.g., MS Word and hardware devices, e.g., cameras and printers Introduce adjusting setting on iPads, e.g., sound levels ■ Use and understand software terminology, e.g., start, desktop, icons, toolbar, tab, scroll bar and programs	□ Consolidate computer operations skills from Year 1 & 2 □ Familiar with own log on details and reports any issues/problems to teacher □ Independently use and develop efficient navigation of keyboard – including copying, cutting and pasting □ Independently use mouse functions/short cuts, e.g., copy, cut and paste □ Typing skills – practise through online software, e.g., TypingClub.com □ Refer to Creating with ICT for specific examples on using software, e.g., MS Word and hardware devices, e.g., cameras and printers □ Introduce adjusting setting on iPads, notebooks and desktop computers, e.g., sound levels, checking Wifi connection, desktop organization etc.	□ Consolidate computer operations skills from Year 1, 2 & 3 □ Independently use and develop efficient navigation of keyboard □ Independently use mouse functions/short cuts □ Typing skills – practise through online software, e.g., TypingClub.com □ Refer to the NAPLAN Online Capabilities (ICT Skills Guide) □ Refer to Creating with ICT for specific examples on using software, e.g., MS Word & PowerPoint and hardware devices, e.g., cameras and printers □ Independently use basic operating system functions, e.g., maximising and minimising screens, taking screen shots, organising desktop	□ Consolidate computer operations skills from Year 4 □ Independently use and develop efficient navigation of keyboard □ Independently use mouse functions/short cuts □ Typing skills – practise through online software, e.g., TypingClub.com □ Refer to Creating with ICT for specific examples on using software, e.g., MS Word, PowerPoint & Excel and hardware devices, e.g., cameras and printers □ Independently use basic operating system functions	□ Consolidate computer operations skills from Year 5 □ Independently use and develop efficient navigation of keyboard □ Independently use mouse functions/short cuts □ Typing skills – practise through online software, e.g., TypingClub.com □ Refer to Creating with ICT for specific examples on using software, e.g., MS Word, PowerPoint & Excel and hardware devices, e.g., cameras and printers □ Independently use basic operating system functions	
	Saving & Retrieving Data (Managing Digital Data)	■ Save and retrieved published items on iPad	■ Saving and retrieving data - providing unique names for files and understanding difference between Save and Save As ■ Applying basic functions such as opening and dragging-and dropping files	□ Consolidate saving and retrieving skills and knowledge from Year 1	■ Managing and maintaining lists, favourites, bookmarks, folders and files ■ Safely remove external storage devices – USB or HDD	□ Consolidate managing and maintaining lists, favourites, bookmarks, folders and files from Year 3 □ Routinely backing up and protecting data □ Aware of school storage protocols, e.g., pictures and videos are to be saved on P:\drive	□ Consolidate Year 4 skills, knowledge and understandings □ Saving/exporting data in different formats e.g. pdf □ Moving data from one location to another □ Aware of the need for more than back up, e.g., use personal USB for data storage □ Efficient saving protocols, e.g., save documents in My Documents folders rather than desktop	☐ Consolidate saving and retrieving skills, knowledge and understandings from Year 5	

Bur	Burrendah Primary School – ICT Capabilities & Curriculum Links - Communicating with ICT & Investigating with ICT								
		K/PP	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	
Communicating with ICT	Understand and Use Email/Online Communication	■ Viewing information placed on a secure site by the teacher ■ Understanding that a response to a question on an online environment will be received by the teacher	■ Using class online discussion board or blog to read and post electronic messages ■ Understanding that a communication on a blog may be viewed later by other students	<ul> <li>□ Consolidate Year 1 skills and understandings</li> <li>□ Composing a message and sending it with support</li> </ul>	□ Use online discussion boards to read and post electronic messages, e.g., Class Dojo □ Understand that a text message may be sent to one or more persons □ Use student email system in DoE Portal □ Use DoE - Connect □ Practise netiquette when emailing □ Interpret features of a new message (to, from, subject) □ Open and read emails □ Reply to email	□ Consolidate Year 3 skills, knowledge and understandings	■ Use student email system in DoE Portal ■ Use DoE - Connect ■ Understand structure on an email address ■ Add attachments to email ■ Create distribution lists ■ Practise email netiquette ■ Collaborate online to solve problems, share ideas and communicate with people in different social and cultural backgrounds ■ Understand characteristic of Skype compared to blogs and wikis	□ Consolidate Year 5 skills, knowledge and understandings □ Understand appropriate use of Cc (carbon copy) and BCc (blind carbon copy)	
Investigating with ICT	Locate, Generate and Access Data and Information	■ Making choices from icon-based menus on iPad	<ul> <li>□ Locating information following hyperlinks</li> <li>□ Printing pages</li> <li>□ Copying and pasting text and images</li> </ul>	<ul> <li>□ Locating information following hyperlinks</li> <li>□ Printing pages</li> <li>□ Copying and pasting text and images</li> <li>□ Effective internet searching using key word searches</li> </ul>	□ Locating information by typing in simple URLs □ Saving text and images □ Effective internet searching using key word searches and +/- signs □ Collecting data from a simulation environment	■ Locating information by typing in simple URLs ■ Saving text and images ■ Effective internet searching using quotation marks, no capitalisation and numeric range ■ Collecting data from a simulation environment	■ Searching and locating files within school directory ■ Effective internet searching using punctuation, common word usage, knowing captalisation has no effect on searches and drops suffixes ■ Organising in folders, tables or databases ■ Using simulations to generate and organize information on real world problems, e.g., Gap Minder (online)	■ Searching and locating files within school directory ■ Effective internet searching using plus operation (+), the title operation (~), the wildcard operation (0R), and numeric range (i.e. 2003 – 2005) ■ Organising in folders, tables or databases, ■ Using simulations to generate and organize information on real world problems, e.g., Gap Minder (online)	
	Select and Evaluate Data and Information	■ Explaining how digital information was used in an activity	■ Explaining how digital information answers a question	■ Explaining how digital information answers a question	■ Explaining why a source of digital information was used or trusted in preference to another ■ Identify difference between email and traditional mail	■ Explaining why a source of digital information was used or trusted in preference to another	■ Selecting the most useful/reliable/relevant digital resource from a set of three or four alternatives	■ Selecting the most useful/reliable/relevant digital resource from a set of three or four alternatives	

Bur	rendah Primary School -	- ICT Capabilities & Curr	iculum Links - Creating v	with ICT				
		K/PP	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
	Use Printer and Camera	■ Use camera/video with assistance ■ Access a photo or video through camera roll (iPad) ■ With assistance take a clear simple photo or video (Media Arts)	☐ Preview and print document ☐ With assistance, take a photo or video and adjust settings on camera, e.g., switch between internal (self-portrait) and external camera on iPad ☐ With assistance, share a photo/video to another device (IWB or notebook) or through workflow app, e.g., Seesaw ☐ With assistance take a clear simple photo or video (Media Arts)	☐ Preview and print document ☐ Independently, take a photo or video and adjust settings on camera, e.g., switch between internal (self-portrait) and external camera on iPad ☐ Independently share a photo/video to another device (IWB or notebook) or through workflow app ☐ (e.g. Seesaw) ☐ Independently take a clear simple photo or video (Media Arts)	<ul> <li>□ Preview documents and adjust printer properties</li> <li>□ Independently, take a photo or video and adjust settings on camera</li> <li>□ Independently share a photo/video to another device (IWB, notebook or desktop) or through workflow app</li> <li>□ Independently take a clear simple photo or video in context of a lesson to capture an image for a purpose (Media Arts)</li> </ul>	<ul> <li>□ Preview documents and adjust printer properties</li> <li>□ Independently, take a photo or video and adjust settings on camera</li> <li>□ Scan documents</li> <li>□ Independently share a photo/video to another device (IWB, notebook or desktop) or through workflow app</li> <li>□ Independently take a clear simple photo or video in context of a lesson to capture an image for a purpose (Media Arts)</li> </ul>	<ul> <li>□ Preview documents and adjust printer properties</li> <li>□ Independently, take a photo or video and adjust settings on camera</li> <li>□ Scan documents</li> <li>□ Independently share a photo/video to another device (IWB, notebook or desktop) or through workflow app</li> <li>□ Independently take a photo or video and use basic functions to improve image in context of a lesson to capture an image for a purpose (Media Arts)</li> </ul>	<ul> <li>□ Preview documents and adjust printer properties</li> <li>□ Independently, take a photo or video and adjust settings on camera</li> <li>□ Scan documents</li> <li>□ Independently share a photo/video to another device (IWB, notebook or desktop) or through workflow app</li> <li>□ Independently take a photo or video and use basic functions to improve image in context of a lesson to capture an image for a purpose (Media Arts)</li> </ul>
Creating with ICT	Generate Ideas, Plans and Processes	<ul> <li>□ Teacher uses online and multi-media to present short sequence of instructions</li> <li>□ Contributing to a class digital product plan</li> </ul>	□ Drawing simple mind maps using conceptual mapping software, e.g., iPad App - Kidspirations □ Using drawing software to show steps in a sequence ,e.g., App – Pure Flow	□ Consolidate Year 1 skills	<ul> <li>□ Drawing simple mind maps using conceptual mapping software, e.g., Kidspirations &amp; Inspirations</li> <li>□ Using tables, photos and sketches in planning documents</li> </ul>	□ Consolidate Year 3 skills	■ Using timeline software to plan, e.g., iPad App - Timeline ■ Using concept mapping and brainstorming software to generate key ideas ■ Using graphic and audio visual software to record ideas	□ Consolidate Year 5 skills
	Word Processing & Formatting	□ Using appropriate software to enter text and images □ Editing a class-created digital product  For example, using iPad Apps – Book Creator	■ Select appropriate software &/or device to present written work ■ Using the basic functionality of selected software to manipulate text and images  For example: • Font size, type & colour • Insert pictures and clip art ■ Editing own work and that of others	□ Consolidate Year 1 skills, knowledge and understandings □ Using the basic functionality of selected software to manipulate text and images  For example: • Text alignment • Bold & Italic • Insert word art • Page layout – borders • Undo & redo □ Applying editing strategies	□ Consolidate Year 2 skills, knowledge and understandings □ Using the basic functionality of selected software to manipulate text and images  For example: • Insert text box, tables and shapes • Rotate/resize shapes, text boxes and tables • Review – spell & grammar check • Zoom • Preview □ Applying editing strategies	□ Consolidate Year 3 skills, knowledge and understandings □ Using the functionality of selected software to manipulate text and images  For example: • Review word selection – thesaurus • Shade tables and shapes • Highlight • Inserting bullets and numbers • Insert hyperlinks and screen shots • Page layout – margins, orientation & size □ Applying editing strategies	□ Consolidate Year 4 skills, knowledge and understandings □ Using the functionality of selected software to manipulate text and images  For example: • Insert headers, footer and page numbers • Increasing and decreasing indents • Wrapping around text • Tables – merging cells and table properties □ Applying purposeful editing and refining processes	<ul> <li>□ Consolidate Year 5 skills, knowledge and understandings</li> <li>□ Using the functionality of selected software to manipulate text and images</li> <li>For example:         <ul> <li>Consolidate Year 5 skills and extend skills as required, e.g., fill effects, grouping objects, word count</li> <li>□ Applying purposeful editing and refining processes</li> </ul> </li> </ul>

Bur	rendah Primary School –	h Primary School – ICT Capabilities & Curriculum Links - Creating with ICT						
_		K/PP	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
	Create Presentations	■ Using appropriate software to enter text, images, audio and numbers  For example – iPad App - Book Creator or Write About	■ Using the basic functionality of selected software to manipulate text, images and audio  For example – iPad App - Book Creator	□ Using the basic functionality of selected software to manipulate text, images and audio for presentations.  For example: iPad App − Book Creator, iMovie, Explain Everything or Padlet	■ Consolidate Year 2 skills, knowledge and understandings ■ Using the basic functionality of selected software to manipulate text, images and audio for presentations.  For example PowerPoint: • Select design template • Add new slide • Insert text box • Insert word art • Insert clip art or picture • Start slide show	□ Consolidate Year 3 skills, knowledge and understandings □ Manipulating and combining images, text, video and sound for presentations  For example PowerPoint: • Transitions • Animation • Insert audio • Insert video • Insert hyperlinks	□ Consolidate Year 4 skills, knowledge and understandings □ Select from a range of devices and software the most appropriate presentation tools □ Manipulating and combining images, text, video and sound for presentations – see Year 2, 3 & 4.	☐ Consolidate Year 5 skills, knowledge and understandings ☐ Select from a range of devices and software the most appropriate presentation tools ☐ Manipulating and combining images, text, video and sound for presentations – see Year 2, 3, 4 & 5.
Creating with ICT	Representing Data	■ Teacher demonstrates representing a data set in a digital product	■ Represent data numerically or graphically	■ Consolidate Year 1 skills, knowledge and understandings For example – iPad App - Numbers	■ Transforming data between numerical and graphical digital representation ■ Using the basic functionality of selected software to manipulate and present data For example Excel: • Column width • Inserting rows • Borders and lines • Create a table • Use tab & arrow key to move cursor Note some skills are transferable form other software, e.g., MS Word	□ Consolidate Year 3 skills, knowledge and understandings □ Using the basic functionality of selected software to manipulate and present data For example Excel: • Formatting cell • Page layout – margins, orientation, size and print area • Page layout – width and height adjustment • Insert bar graph Note some skills are transferable form other software, e.g., MS Word	■ Consolidate Year 4 skills, knowledge and understandings ■ Using the basic functionality of selected software to manipulate and present data For example Excel: • Formulas – simple, e.g., use sum key • Layout – print tiles • Insert graph - select appropriate type and edit labels on graph  Note some skills are transferable form other software, e.g., MS Word	<ul> <li>□ Consolidate Year 5 skills, knowledge and understandings</li> <li>□ Using the basic functionality of selected software to manipulate and present data</li> <li>For example Excel:</li> <li>Consolidate Year 5 skills and extend skills as required, e.g., importing data from other sources and applying a range of formulas</li> <li>Note some skills are transferable form other software, e.g., MS Word</li> </ul>
	Create – Web Pages, Pod Casts, Videos or Animation	☐ Create a video, e.g., use iPad – App – Book Creator to present their news via a video	☐ Create a video, e.g., use iPad – App – Book Creator to present their news via a video	☐ Create a video, e.g., use iPad App - iMovie or Explain Everything to explain a concept taught in literacy or numeracy	☐ Create a video, e.g., use iPad App - iMovie or Explain Everything to explain a concept taught in literacy or numeracy	☐ Create a video, e.g., use iPad App - iMovie or Explain Everything to explain a concept taught in literacy or numeracy	☐ Create a video, e.g., use iPad App - iMovie or Explain Everything to explain a concept taught in literacy or numeracy ☐ Create a podcasts, e.g., to advertise or promote an event at school – publish on school web site ☐ Create an animation to retell a story, e.g., iPad App – Stop Motion	☐ Create a video, e.g., use iPad App - iMovie or Explain Everything to explain a concept taught in literacy or numeracy ☐ Create a podcasts, e.g., to advertise or promote an event at school – publish on school web site ☐ Create an animation to retell a story, e.g., iPad App – Stop Motion ☐ Design and create an interactive web site using content management software ☐ Use online tools, e.g., Survey Monkey or iPad App – Padlet to gather feedback to refine products

	K/PP	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Recognise Intellectual Property	■ Recognising that they own text, photos and videos they produce	□ Understanding that they should not copy someone else's work without getting permission	□ Consolidate Year 1 understandings	■ Explaining where an image was sourced	□ Consolidate Year 3 understanding	■ Listing all sources, authors names and URLs ■ Understand that research requires synthesizing information rather than copying large amounts of text from web sites	■ Consolidate Year 5 skills
Apply Digital Information Security Practices	<ul> <li>□ Participating in a class discussion about why personal information should not be used online</li> <li>□ Follow class agreements when using devices</li> </ul>	<ul> <li>□ Recognising that when logging onto the network they can only access their own folders or accounts</li> <li>□ Only logging on to class computer with their own username and password</li> <li>□ Complying with school expectations and protocols</li> <li>– see Burrendah PS – Student Code of Internet Conduct</li> </ul>	□ Consolidate Year 1 skills and knowledge	■ Saving to their own folder or device ■ Logging on to server and email using a personal password ■ Complying with school expectations and protocols - see Burrendah PS – Student Code of Internet Conduct	☐ Consolidate Year 3 skills and knowledge	☐ Checking whether a friend can access their information, checking whether someone else can find the web link to their online posts, using non-predictable user names and passwords ☐ Complying with school expectations and protocols — see Burrendah PS — Student Code of Internet Conduct	☐ Consolidate Year 5 skill and knowledge
Apply Personal Security Protocols	■ Introduce using and keeping passwords secret	■ Messaging only to people they know, only allowing certain people to access their online space ■ Keeping passwords secret	☐ Consolidate Year 1 skills and knowledge ☐ Develop understanding of netiquette, such as, addressing recipients appropriately in emails, videos or posts	■ Understand appropriate levels of personal information disclosure for specific online environments, e.g., using anonymous/non predictable alias/nicknames, avatars and private passwords ■ Sharing personal photographs only in appropriate environments ■ Using polite but impersonal language in posted messages ■ Recognising forms of cyber bullying	■ Consolidate Year 3 skills and knowledge	<ul> <li>■ Understanding the dangers of providing personal information</li> <li>■ Recognising and reporting cyber bullying</li> <li>■ Only posting a photo with the owner's permission</li> <li>■ Not revealing details of identity</li> <li>■ Avoiding language offensive to particular groups of people</li> <li>■ Actively avoiding cyber bullying</li> </ul>	☐ Consolidate Year 5 skills, knowledge and understandings