Digital Strategy- St Joseph's 2021/2022

Technology has become an integral part of St Joseph's as we have introduced Google Classroom and educational applications to incorporate in our school. The goal is for all classroom teachers to incorporate technology into the wider curriculum as much as possible.

In order to do this successfully, we need to allocate the "core" available devices as follows.

Nursery	EYFS	KS1	KS2
● 10 Samsung tablets (SEN children)	● 30 laptops ● 10 Samsung tablets	● 10 Samsung tablets (geared towards SEN children) ● 15 iPads (1 between 2) ● 30 laptops	● 15 iPads (1 between 2) ● 34 Dell laptops (Upper KS2) ● 30 Acer laptops (Lower KS2)

We also have a mixed fleet of modern and donated laptops which are deployed throughout the school in teaching and admin areas as well as a number of older netbooks which have been converted to chromebooks using neverware, and are available for FSM students to borrow.

Using technology is great to help us learn. However, effective use of them comes when we know the digital skills to utilise them. Knowing how to access, what to click on, how to use an app, tips and shortcuts and more advanced levels make it easier and quicker so you spend more time learning than just trying to work out how to get on to the device. **Digital skills curriculum should be embedded as part of everyday teaching and learning, rather than taught stand alone. It is something that is constantly changing and evolving.**

Computing should be taken for 1 hour every week or 2 hours every 2 weeks, in total there should be at least 3 lessons taught every half term. Teachers should access Purple Mash and see which topics relate to what they are teaching.

Using applications to incorporate in lessons is critical for learning. Finding ways to incorporate applications across the curriculum can be done through a cross-curricular approach. Please see the Google Doc for apps and ideas of where you can use them:

[Websites/Apps for Technology in the Classroom](#)

In regards to technology and the curriculum, teachers should try to find opportunities to imbed digital skills as part of curriculum planning. Please take a look at the table for your year group and prior to each time you are using technology, choose a skill that you would like to embed in your lesson. Each term, the Computing lead will be asking teachers to fill out a document to show which skills have been taught.

	AU1	AU2	SP1	SP2	SU1	SU2
EYFS		**My device** **Knowledge of device hardware vocabulary: Home button, Lock / power button, Volume buttons, Camera, Trackpad / touchscreen / stylus and keyboard Using a camera Asking permission to take a photo. Power of control - Moving objects Using camera to control - Scanning QR code/finding name**	**Audio** I know how to use a microphone To speak with growing confidence I know where the speaker is located on my device.	**Drawing** I can use the drawing tool with increasing accuracy I can choose colours that are appropriate to my drawing. I can compare my knowledge of other programmes and what is similar or different about them	**Using my keyboard** I am becoming increasingly familiar with the letters on the keyboard. I can use capital letters I am able to change the size of the text I can change the font colour I am able to type short, clear sentences into my device	**Coding** I can follow simple oral algorithms I can spot simple patterns I can sequence simple familiar tasks

Year 1

By the end of year 1, children should have had exposure to:

- Charging/putting away their device

-Google Classroom: Finding their Google Classroom activities, Complete and turn in work independently

- Take a photo and record video with their device (Front / Rear Camera, still, that it fits the 'frame')

- Use the search tool to find an app

- Use VR (Google Arts and Culture, Google Earth)

- Learn to use keywords to search using an internet browser.

- Use web browser to access information (enter a url, access links, create bookmarks)

- Create presentations or projects including text, audio, visual media to communicate a topic or idea for a variety of audiences and purposes

(Adobe Spark, Flipgrid, Slides)
- Begin to identify and locate all the keys on the keyboard with increasing speed

Year 2
-By the end of year 2, children should have had exposure to:
-Identify and locate all the keys on the keyboard fluently and with increasing accuracy
-Taking screenshots and cropping images
-Finding and searching for images and save and use these
-Use application menus & toolbar functions to apply formatting and page layout features to improve appearance of documents and materials
-Watch online videos and use play, pause, rewind and forward buttons while taking notes, turn on closed captions or change speed of video
-Use fonts, colour, graphics, effects, transitions and animations to enhance the purpose rather than distract from it
-Use tools such as Adobe Spark, Book Creator and Flipgrid for creating interactive stories and sharing learning
-keyboard shortcuts (ctrl c, ctrl v, ctrl x)
-Keyboarding: Find any letter or number key on the keyboard, Find any key on the keyboard and know which hand to use for each half of the keyboard, 5 words per minute - Typing faster than writing, the keyboard should be memorised.
-Google Classroom: Finding their Google Classroom activities, Complete and turn in work independently
-Google Docs: open a Google Doc on Drive, type, insert an image and voice typing

Year 3
-By the end of year 3, children should have had exposure to:
-Photography: Understanding digital citizenship for asking for permission when taking photos and videos
-Audio: Creating music, soundcasts, podcasts
-Using Digital Storytelling apps for creating interactive stories
-searching and saving images from the internet
-Independently signing into devices

-Joining a class on Google Classroom/using the class stream sensibly for learning
-Find, open and turn in an assignment in Google Classroom
-Learn to collaborate in Docs / Slides/ Jamboard
-keyboard shortcuts (ctrl c, ctrl v, ctrl x)
-find and search: Use Google or omnibox to search with questions - Perform basic searches on databases (eg.library, encyclopedia, Google to locate information)
-Google Docs: find a doc, Make a copy of a doc, Change font color and size, Highlight and underline text
-Keyboarding: 10 words per minute with correct finger placement for home row 60% accuracy

Year 4
-By the end of year 4, children should have had exposure to:
-Photography: Use photo editing tools to create or modify photos
-Explain Fair Use Guidelines for the use of copyrighted materials, (eg. text, images, music, video in student and giving credit to media creators
-I can create and edit a simple video
-Basic keyboard shortcuts (ctrl y, ctrl s, ctrl u, ctrl z, ctrl n
-Create bookmark folders to manage bookmarks / Use favicons in place of bookmark names
-Save Files To downloads/Google Drive - Understand how to share files to save from local to the cloud
-Accessing folders / portfolios and maintaining organising of work
-Find a file on Google Drive
-Google Docs: insert a link, share a link on the doc, inserting bullet points and tables
-Google Forms: Open Google FormsTitle Form, Add Different Question Types, View Form Responses, Make questions required
-Google Sites: Create a Site, Apply Themes, Add a new Page, Add Text to a Page, Change Header image
-Keyboarding: 15 words per minute with correct finger for each key with 70% accuracy

Year 5

-By the end of year 5, children should have had exposure to:

-Intermediate keyboard shortcuts, ctrl p, ctrl e, ctrl k, ctrl backspace, ctrl +/-, ctrl shift print scr, ctrl t, ctrl w, alt e , ctrl shift v, intermediate

-Basic keyboard shortcuts: ctrl a, ctrl b, ctrl x, ctrl z, ctrl c,, ctrl v, ctrl p, search alt, ctrl n

-Google Drive: Move selected files to shared drive, Add a person to a shared drive (as a contributor)

-Google Docs:Proofread and edit writing using appropriate resources (eg. dictionary, spell checker, and thesaurus) Copy and paste from one doc to another,Insert Page Numbers, Download the Doc as a PDF

-Google Forms: Insert Image, Insert Video, Change Theme of Form

-Google Sites: Insert an Image on a Page. Insert a Google Drive Doc on a Page, Insert a YouTube Video on a Page, Publish Site, Preview Site

-Keyboarding: 20 words per minute without looking at the keyboard 80% accuracy

Year 6

-By the end of year 6, children should have had exposure to:

-Screencast: Take screen recording to demonstrate how to do something, share learning or to explain

-Advanced keyboard shortcuts alt [/], google drive N, ctlr /, ctrl shift s, alt tab

-Restore a file from Trash in Google Drive

-Google Docs: Use version history, Use the comment function for peer editing / suggestions in documents, Use the track changes feature in review for peer editing of documents

-Google Forms: Get Link to Form, Change Submission Settings of Form, Create Spreadsheet of Responses, Create different sections of questions

-Google Sites: Edit a published Site, Rename a Page, Nest Pages Under Pages (Subpage), Share a Site with a Collaborator (Edit Access). Publish changes to a Site

-Keyboarding: 30 words per minute - working to proficiency; goal to type accurately faster than writing by hand. 85-90% accuracy