Business ICT & Media Department

KS3 Scheme of Work

Year 7 Unit 1 E Safety

8 Lessons

Aims: This unit of work is designed to introduce students to issues they may experience online, making them aware of safe practices and potential consequences. It will also develop students skills within PowerPoint, in order to develop effective presentations employing a range of features appropriate for the audience's needs.

Links to KS4:

Collection of Information (Business, ICT and Media)

Planning (BTEC ICT graphics and spreadsheet)

Key Skills	Literacy Links: Numeracy Links:
 To develop an awareness of E-Safety issues and their consequences To consider audience needs when presenting information Basic knowledge of word processing software (eg Word and Publisher) To learn to use features within PowerPoint which may improve the effectiveness of presentations To be able to evaluate a product and self and peer assess effectively 	Key Words: Research PowerPoint Text Graphics Hyperlinks Animation Audience Purpose Be able to read and understand information and instructions, then use this understanding to create a suitable product Opportunity to consider quantitative data to assess the impact of E-Safety issues
Assessment	Cross-Curricular Links
Students will be assessed on their understanding of e-safety issues and presentation software through a written examination and practical task. Knowledge Students will be assessed on their understanding of e-safety, cyberbullying and the features of	 Media – considering the target audience English – speaking and listening / presentation of information
PowerPoint (summative) Research	SMSC opportunities and British values
 Students will develop an understanding of how information is gathered finding suitable information for a specific purpose and audience (summative) Planning Students will be required to consider the importance of layout and order of slides and justify design decisions (summative) Skills Students should be able to demonstrate a range of skills in PowerPoint which improve aesthetics of a presentation (summative) Evaluation Students should be able to assess the success of the presentation they have produced considering the needs of the target audience (formative) 	 enable students to distinguish right from wrong and to respect the civil and criminal law of England encourage respect for other people encourage students to accept responsibility for their behaviour, show initiative, and to understand how they can contribute positively to the lives of those living and working in the locality of the school and to society more widely enable students to develop their self-knowledge, self-esteem and self-confidence

Opportunities for further learning

Homework will be given out twice during the unit to widen students understanding of E Safety and to consolidate knowledge gained.

- E Safety homework one consists of a fact finding which encourages students to conduct internet research
- PowerPoint skills based homework which will reinforce students understanding of the features which they use in PowerPoint