

Introduction

This is the first of the PlanIt online safety units and is aimed at teaching basic online safety and digital literacy skills. In this unit, children learn about the potential dangers in the online world and what basic steps we all need to take in order to have positive digital experiences. The first lesson, which is intended to be taught at the start of the school year, focuses on why it is important for children to name their creative work. They go on to learn about using a search engine safely to find pictures. Children learn the SMART rules and look at what information should be kept safe when using the Internet. The lessons then explore the positives and potential negatives of online communication, such as email, and children will develop the skills to recognise potential dangers and act accordingly to keep themselves and others safe.



Health & Safety

- Children should be encouraged to have good posture and sit up at the computer.
- Children should take a screen break for 2 minutes during longer periods completing tasks on the computer.
- Children should be reminded how to hold scissors properly and safely.
- Children should be consistently reminded of the SMART rules for Internet safety.



Home Learning

Online Safety at Home: In this task, children work with their parents/carers and any siblings to develop a family plan for online safety at home.

Email: In this task, children work with their parents/carers to send emails to their family or friends.

Assessment Statements

By the end of this unit...

...all children should be able to:

- type their name on a piece of work they have created;
- open a web browser;
- recall some of the SMART rules for Internet safety;
- know who to tell if someone online asks for personal information;
- understand why email is a good way to communicate.

...most children will be able to:

- type their name and the date on a piece of work they have created;
- choose the correct Safe Search filter when using a search engine;
- make links between the online and offline world;
- recall all of the SMART rules for Internet safety;
- recognise which personal information they should keep safe from strangers;
- help to construct an email.

...some children will be able to:

- save images to a folder of their choice;
- construct an email using a computer or digital device;
- apply their knowledge of online safety to help others make safe choices.

To find out more about Twinkl PlanIt download our [free guide here](#).

To look at all the resources in the Online Safety unit [click here](#).

Lesson Breakdown

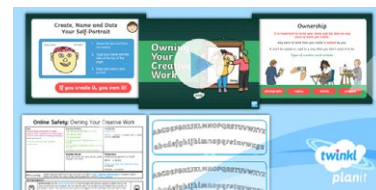
1. Owning Your Creative Work

Use technology purposefully to create, organise, store, manipulate and retrieve digital content in the context of naming and dating a digital self-portrait.

- To create, name and date my digital creative work.

Resources

- Desktop computers or laptops with a simple painting application
- Mirrors
- Calendars



2. Safe Image Searching

Use technology safely and respectfully in the context of searching for appropriate images online.

- To safely search for images online.

- Desktop computers, laptops or tablets with a web browser and Internet access



3. Staying SMART Online

Use technology safely and respectfully in the context of learning about the SMART rules for Internet safety.

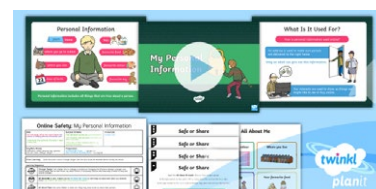
- To understand how to communicate safely online.



4. My Personal Information

Use technology safely and respectfully in the context of keeping personal information safe.

- To understand what personal information I need to keep safe.

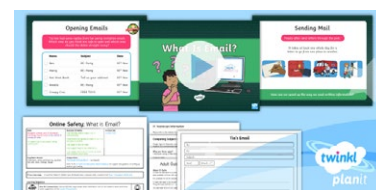


5. What Is Email?

Recognise common uses of information technology beyond school in the context of sending an email.

- To explore how to use email to safely communicate.

- Desktop computers, laptops or tablets with a web browser and chosen email account
- Refer to the [G-Suite for Education Adult Guidance](#) for support and guidance on setting up email in your setting.



6. Keeping Zibb Safe Online

Use technology safely and respectfully in the context of guiding others to make the right choices online.

- To apply my online safety knowledge to help others make good choices online.

- Scissors
- Glue sticks

