Year 8 Digital Literacy	**Curriculum Intent:** Computing consists of three stands: Computational Thinking, Computer Science and Digital Literacy. Within Digital Literacy, we seek to enable students to become confident, secure, and safe users of Information Technologies, whether these are smart phones, laptops / personal computers, or tablets. Students will discover how to organise their work safely and learn how to effectively the Microsoft Office 360 suite of programs, which the school provides for them to use both in school and at home. Students also learn how to use ICT safely and legally through e-safety and finally, we will look at the impact the use of computers have on the ethical, moral and environment lives of all of us, and the legislation which seeks to mitigate some of those issues.	
Digital Literacy Year 8:	**Term 1:**	**Term 2:**	**Term 3**
Topic Titles (in order of delivery)	How to use PowerPoint Effectively Use of: • images • templates / slide master • animations • transitions Web site design: • Layout • Web page components (e.g., navigation bar, Search bar, hyperlinks) • Planning tools	Consequences of using computers • e-waste • other environmental issues (e.g., power consumption) • ethical issues (replacing humans) • impact of copyright / piracy • privacy – use of "Big data" Legal Issues: • Data Protection Act • Computer Misuse Act • Copyright, Designs and Patents Act	How to use Word Effectively: • Headers • Footers • Table of Contents • Spell checking • Grammar checking Image Processing – Photoshop • Advantages / Disadvantages of using • Moral / Ethical uses of Basic Tools • Blur • Repair • Clone stamp • Selection
Key knowledge / Retrieval topics	Be able to create an effective presentation using PowerPoint. Range of skills and their use: • inserting images • providing references / citations for quotes • what breaching copyright means • how to search for creative commons images Web Design. Be able to effectively create and use: • Mood boards • visualisation diagrams • mind maps What is a house style? Identify web page components	That using computers and other devices has consequences • Legal • moral • environmental Be able to describe consequences given a specific scenario Be able to justify why an action is ethically / morally acceptable or not Know what "Big data" is and explain how it is used Know the purpose of these laws: • Data Protection Act (1998) • Computer Misuse Act (1990) • Copyright, Design and Patents Act (1998).	Be able to produce an effective word-processed document. Range of skills and their use • Images • Floating text • Tables • Formatting • Underline Explain what is meant by image processing What the possible consequences are of inappropriate use. Range of skills and their use

	Be able to justify / criticise the layout of web pages		
Understanding / Sequence of delivery	What is the purpose of a presentation? Why do we use PowerPoint for this? What makes PowerPoint most suitable? Skills: • inserting images • changing fonts / styles • creating a template / slide master • Inserting footers • animations • transitions Why might some transitions / animations be inappropriate for a specific presentation What is a web page? What is a web site? Compare well known web pages • why do they look the way they do? • investigate colour schemes • similarity / consistency between pages on the same site. Why is this? •	Environmental consequences of using computers: • e-waste • pollution • rare metals • mining • power consumption (e.g., Meta, Bitcoin) Moral consequences of using computers • replacing humans • artificial intelligence • autonomous cars / weapons Privacy • how data is being used • who collects and uses data • what is Big-data • advantages and disadvantages Legal issues • purpose of each of the laws • when do they apply • what exceptions are there?	Differences between a word-processed document and a presentation Why create a word processed document? Skills: • Images • Floating text • Tables • Formatting • Underline • Headers • Footers • Table of Contents • Spell checking • Grammar checking Image Processing Advantages and disadvantages of using Ethical and moral concerns of using image processing software Skills: • Blur • Repair • Clone stamp • Selection
Assessments	Homework Completed Presentation / Design	Homework Cat 2	Homework Completed Word Document