

# ICT Curriculum Overview

## Albany Academy

| Curriculum Overview for ICT (Level 1) |                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                        |                                                                                                                                                            |                                                                                                                                                                                                                                                                |
|---------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Cycle A Autumn Term                   |                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                        |                                                                                                                                                            |                                                                                                                                                                                                                                                                |
| Subject Content                       | Using Devices and Handling Information                                                                                                                                                                                                                                                                  | Creating and Editing                                                                                                                                                                                   | Communicating                                                                                                                                              | Being Safe and Responsible Online                                                                                                                                                                                                                              |
| <b>Core Knowledge</b>                 | <ul style="list-style-type: none"> <li>How to keep operating system and applications up to date</li> <li>How to use appropriate techniques to carry out and refine searches, taking into account currency, relevance and reliability and be aware that results are ranked by search engines.</li> </ul> | <ul style="list-style-type: none"> <li>How to use applications to enter, edit, format, layout information (including text, tables, graphics, charts) for a range of purposes and audiences.</li> </ul> | <ul style="list-style-type: none"> <li>How to identify and use appropriate modes of online communication for a range of contexts and audiences.</li> </ul> | <ul style="list-style-type: none"> <li>How to protect personal information and privacy, understanding personal rights and options for controlling the use of personal data.</li> <li>How to protect devices and data from online risks and threats.</li> </ul> |
| <b>Key Skills</b>                     | <ul style="list-style-type: none"> <li>Using devices</li> <li>Finding and Evaluating information</li> </ul>                                                                                                                                                                                             | <ul style="list-style-type: none"> <li>Creating and editing documents</li> </ul>                                                                                                                       | <ul style="list-style-type: none"> <li>Communicating and sharing</li> </ul>                                                                                | <ul style="list-style-type: none"> <li>Protecting privacy</li> <li>Protecting data</li> </ul>                                                                                                                                                                  |

Cycle A Spring Term

# ICT Curriculum Overview

## Albany Academy

| Subject Content       | Using Devices and Handling Information                                                                                                                                                                        | Creating and Editing                                                                 | Communicating                                                                                  | Being safe and responsible online                                                                                                                                                                       |
|-----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Core Knowledge</b> | <ul style="list-style-type: none"> <li>How to organise and store information using files, folders, hierarchy and tagging to enable efficient information retrieval on a device and across devices.</li> </ul> | <ul style="list-style-type: none"> <li>How to edit and enhance an image.</li> </ul>  | <ul style="list-style-type: none"> <li>How to take steps to manage online identity.</li> </ul> | <ul style="list-style-type: none"> <li>How to configure and use multifactor authentication to access and use online services.</li> <li>How to backup data locally and using a cloud provider</li> </ul> |
| <b>Key Skills</b>     | <ul style="list-style-type: none"> <li>Managing and storing information</li> </ul>                                                                                                                            | <ul style="list-style-type: none"> <li>Creating and editing digital media</li> </ul> | <ul style="list-style-type: none"> <li>Managing traceable online activities</li> </ul>         | <ul style="list-style-type: none"> <li>Protecting data</li> </ul>                                                                                                                                       |

| Cycle A Summer Term   |                                                                                                                                                                                                                                                                                      |                                                                                                                      |                                                                                                                                                                                                                               |                                                                                                                                                                                                      |
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| Subject Content       | Using devices and handling information                                                                                                                                                                                                                                               | Creating and Editing                                                                                                 | Transacting                                                                                                                                                                                                                   | Being safe and responsible online                                                                                                                                                                    |
| <b>Core Knowledge</b> | <ul style="list-style-type: none"> <li>How to identify and apply solutions to common technical problems, using online tutorials, FAQs and help facilities.</li> <li>How to identify and use appropriate online learning resources to maintain and improve digital skills.</li> </ul> | <ul style="list-style-type: none"> <li>How to enter, edit, sort, process, format, and chart numeric data.</li> </ul> | <ul style="list-style-type: none"> <li>How to interact with online transactional services and manage account settings.</li> <li>How to compare online buying options for an item/service and identify best option.</li> </ul> | <ul style="list-style-type: none"> <li>Use appropriate language and behaviour online.</li> <li>Apply simple methods to avoid physical and psychological health risks while using devices.</li> </ul> |

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|                   |                                                                                                                                 |                                                                              |                                                                                                         |                                                                                                       |
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| <b>Key Skills</b> | <ul style="list-style-type: none"> <li>Identifying and solving technical problems</li> <li>Developing digital skills</li> </ul> | <ul style="list-style-type: none"> <li>Processing numerical data.</li> </ul> | <ul style="list-style-type: none"> <li>Using online services</li> <li>Buying securely online</li> </ul> | <ul style="list-style-type: none"> <li>Being responsible online</li> <li>Digital wellbeing</li> </ul> |
|-------------------|---------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|

| Cycle B Autumn Term   |                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                        |                                                                                                                                                            |                                                                                                                                                                                                                                                                |
|-----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Subject Content       | Using devices and handling information                                                                                                                                                                                                                                                                  | Creating and Editing                                                                                                                                                                                   | Communicating                                                                                                                                              | Being safe and responsible online                                                                                                                                                                                                                              |
| <b>Core Knowledge</b> | <ul style="list-style-type: none"> <li>How to keep operating system and applications up to date</li> <li>How to use appropriate techniques to carry out and refine searches, taking into account currency, relevance and reliability and be aware that results are ranked by search engines.</li> </ul> | <ul style="list-style-type: none"> <li>How to use applications to enter, edit, format, layout information (including text, tables, graphics, charts) for a range of purposes and audiences.</li> </ul> | <ul style="list-style-type: none"> <li>How to identify and use appropriate modes of online communication for a range of contexts and audiences.</li> </ul> | <ul style="list-style-type: none"> <li>How to protect personal information and privacy, understanding personal rights and options for controlling the use of personal data.</li> <li>How to protect devices and data from online risks and threats.</li> </ul> |
| <b>Key Skills</b>     | <ul style="list-style-type: none"> <li>Using devices</li> <li>Finding and Evaluating information</li> </ul>                                                                                                                                                                                             | <ul style="list-style-type: none"> <li>Creating and editing documents</li> </ul>                                                                                                                       | <ul style="list-style-type: none"> <li>Communicating and sharing</li> </ul>                                                                                | <ul style="list-style-type: none"> <li>Protecting privacy</li> <li>Protecting data</li> </ul>                                                                                                                                                                  |

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| Cycle B Spring Term   |                                                                                                                                                                                                               |                                                                                      |                                                                                                |                                                                                                                                                                                                         |
|-----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Subject Content       | Using devices and handling information                                                                                                                                                                        | Creating and Editing                                                                 | Communicating                                                                                  | Being safe and responsible online                                                                                                                                                                       |
| <b>Core Knowledge</b> | <ul style="list-style-type: none"> <li>How to organise and store information using files, folders, hierarchy and tagging to enable efficient information retrieval on a device and across devices.</li> </ul> | <ul style="list-style-type: none"> <li>How to edit and enhance an image.</li> </ul>  | <ul style="list-style-type: none"> <li>How to take steps to manage online identity.</li> </ul> | <ul style="list-style-type: none"> <li>How to configure and use multifactor authentication to access and use online services.</li> <li>How to backup data locally and using a cloud provider</li> </ul> |
| <b>Key Skills</b>     | <ul style="list-style-type: none"> <li>Managing and storing information</li> </ul>                                                                                                                            | <ul style="list-style-type: none"> <li>Creating and editing digital media</li> </ul> | <ul style="list-style-type: none"> <li>Managing traceable online activities</li> </ul>         | <ul style="list-style-type: none"> <li>Protecting data</li> </ul>                                                                                                                                       |

| Cycle B Summer Term |                                        |                      |             |                                   |
|---------------------|----------------------------------------|----------------------|-------------|-----------------------------------|
| Subject Content     | Using devices and handling information | Creating and Editing | Transacting | Being safe and responsible online |

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| <b>Core Knowledge</b> | <ul style="list-style-type: none"> <li>How to identify and apply solutions to common technical problems, using online tutorials, FAQs and help facilities.</li> <li>How to Identify and use appropriate online learning resources to maintain and improve digital skills.</li> </ul> | <ul style="list-style-type: none"> <li>How to enter, edit, sort, process, format, and chart numeric data.</li> </ul> | <ul style="list-style-type: none"> <li>How to interact with online transactional services and manage account settings.</li> <li>How to compare online buying options for an item/service and identify best option.</li> </ul> | <ul style="list-style-type: none"> <li>Use appropriate language and behaviour online.</li> <li>Apply simple methods to avoid physical and psychological health risks while using devices.</li> </ul> |
| <b>Key Skills</b>     | <ul style="list-style-type: none"> <li>Identifying and solving technical problems</li> <li>Developing digital skills</li> </ul>                                                                                                                                                      | <ul style="list-style-type: none"> <li>Processing numerical data.</li> </ul>                                         | <ul style="list-style-type: none"> <li>Using online services</li> <li>Buying securely online</li> </ul>                                                                                                                       | <ul style="list-style-type: none"> <li>Being responsible online</li> <li>Digital wellbeing</li> </ul>                                                                                                |