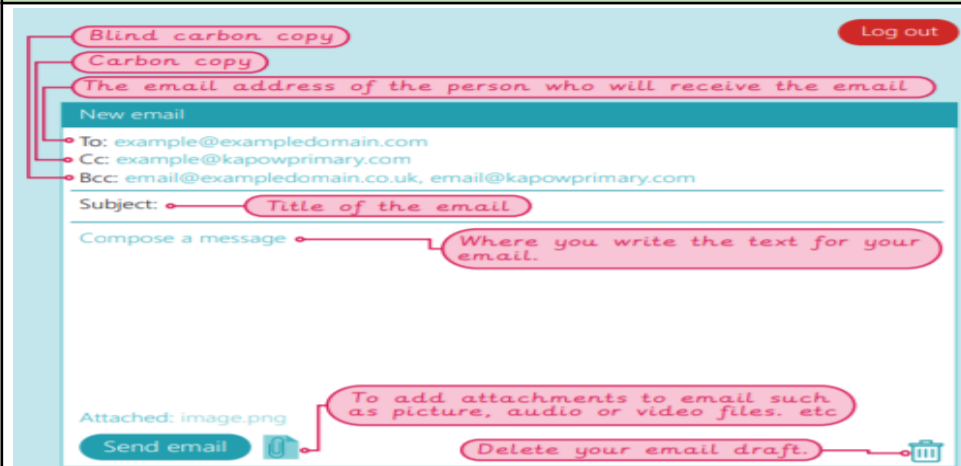


## How to use computers purposefully and safely.

- Explore what email can be used for.
- Create and edit an email, include an attachment.
- Understand what is acceptable language and behaviour when emailing.
- Know what to do if you feel somebody else is being unkind online.
- Identify and learn how to deal with spam, junk emails and phishing.

## Key Skills – learning the layout of an email.



## Key Vocabulary

Account	An online service that stores data safely using a name and password.
Attachment	A file added to an electronic message before sending.
CC/BCC	CC (carbon copy) lets you send a copy of an email to people as well as the person the email is addressed to. BCC (B= Blind) sends a copy to other people without their name showing.
Cyberbullying	Deliberately and repeatedly doing something online that will cause harm or upset to someone else. This includes email, text or messaging.
Email	Electronic mail that allows us to send messages and files from one account to another over a network.
Email account	A central place where a user's emails are stored.
Log on/log off	Log on means typing in your username and password to open your account. Log off is closing and locking your account.
Password	A unique set of letters, numbers or symbols that protects your account.
Spam	Nonsense or junk emails usually including advertising or harassment.
Username	A unique name or email address (usually including @) for your account.

## Websites to help:

For more information on how to stay safe when online visit:

<https://www.childnet.com/young-people/primary/get-smart>

Create your emails faster by learning touch typing:

<https://www.bbc.co.uk/bitesize/topics/zf2f9j6/articles/z3c6tfr>