



## Data handling

Data handling can involve creating sorting diagrams using a combination of images and text. Inputting simple data into a spreadsheet can result in an output.

These data handling techniques, although more pertinent to maths and science, can also be used for literacy based activities exploring a story or characters feelings via, for example, a feelings chart.

## Word processing

We need to know how to format the effect and style of our writing and also edit borders and shading.

Cut, copy and paste are essential word processing techniques.

Using the index, left and right fingers for specific letters on the QWERTY keyboard is also a modern day essential life skill.

## Computational thinking

We use algorithms to help us with programming and decompose tasks (such as animations) into separate steps.

Abstraction is when a focus is put onto important information.

It is important to spot patterns and repetition in algorithms in order to break them down, understand them and then create them.

## Self-image and identity

The term identity describes how we view ourselves in relation to others and is influenced by groups and sub-groups we can belong to.

Online identities are applicable usually with social media, gaming and using avatars. A positive and safe self-image reveals little about who we are publicly but more about ourselves to those we know and are friends with in 'real life'.

## Online relationships

This describes how people with similar likes and interests can get in contact online and communicate with each other. As well as traditional British English we also can use tech-specific forms such as emojis, gifs, text speak and acronyms.

It is important to treat people online just as you would normally; showing all of our school core values. Safe online relationships are paramount however it is also important to know how to block or report interactions from others.