

Year 10			
	Autumn 1	Spring 1	Summer 1
Subject Content Specification	<p>Using Devices and Handling Information</p> <ol style="list-style-type: none"> 1.1 Carry out searches on the internet. 1.2 Take account of currency, reliability and copyright when selecting information from the internet. 1.3 Understand that search results may include sponsored results or advertisements and be able to recognise these. 1.4 Carry out searches for files. 1.5 Create and use a hierarchical folder structure to organise files and use an appropriate file naming convention. 1.6 Save a file on Cloud storage using one device and open it on another device. 1.7 Know and be able to appropriately use terminology describing data storage requirements. 1.8 Know and understand limitations on file sizes when using some online services, and the benefits of using file compression. 1.9 Use online resources to identify solutions to common technical problems and apply the solution. 	<p>Creating and Editing (Spreadsheets)</p> <ol style="list-style-type: none"> 2.1 Use suitable applications for a range of purposes and audiences. 2.4 Process numeric data using simple formulae using relative cell references. 2.5 Process numeric data by values in a column. 2.6 Format numeric data. 2.7 Chart a single series of numeric data using an appropriate type of chart and apply suitable titles and labels. 	<p>Being safe and Responsible Online</p> <ol style="list-style-type: none"> 5.1 Understand key rights under data protection laws and the circumstances where you can request that personal data be rectified or deleted. 5.2 Understand the importance of protecting personal information and privacy online and know methods to do so. 5.3 Know how to backup files to the Cloud 5.4 Know how to avoid exposure to malware. 5.5 Know of and know how to minimise the effects of health risks may result from using devices and the internet.
Intent	<p>The intent of this series is to develop pupils essential digital skills required for handling information, navigating devices, managing digital files, and using the internet effectively and safely.</p> <p>The lessons aim to build foundational digital literacy that will help pupils engage confidently with digital tools in educational, personal, and professional settings.</p> <p>The curriculum is designed to help pupils:</p> <ul style="list-style-type: none"> o Ensure pupils can navigate devices, use application software, and handle digital files. o Equip pupils with skills to search for information, navigate websites, and understand digital privacy and security. o Enable pupils to apply digital solutions to solve common problems effectively. o Teach pupils to organize files, use folders, and manage digital information for easy retrieval and productivity. 	<p>The intent of this spreadsheet module is to equip pupils with practical, real-world skills in data entry, data formatting, and data management.</p> <p>These skills are foundational for various educational and workplace applications, enhancing pupils' digital literacy and empowering them to use technology effectively.</p> <p>The curriculum is designed to help pupils:</p> <ul style="list-style-type: none"> o Understand and apply basic spreadsheet functions such as entering, editing, copying, cutting, and pasting data. o Manage different types of data, including whole numbers, decimals, currency, and dates, with appropriate formatting. o Create visually clear tables, charts, and graphics that convey information effectively. o Understand how to manage and structure large data sets using tables, charts, and graphic elements. This includes inserting rows and columns, merging cells, and adjusting table layouts to support data analysis. o Build pupils' confidence in handling spreadsheets for common tasks like budgeting, data analysis, scheduling, and presentations. 	<p>This section aims to equip learners with the foundational knowledge and practical skills needed to safely navigate and manage personal data in online environments.</p> <p>Key topics include understanding data protection rights, implementing privacy safeguards, and recognizing potential health and security risks associated with digital technology use.</p> <p>The curriculum is designed to help pupils:</p> <ul style="list-style-type: none"> o Educating learners on their rights concerning personal data collection, storage, and deletion. o Understanding methods to protect personal information online to prevent data theft or compromise. o Teaching how to recognize and avoid malware, which is critical for digital security. o Raising awareness of health risks from excessive device use, with a focus on promoting physical and mental well-being.
Implementation	<p>The series of lessons are implemented through a combination of direct instruction, practical activities, and real-world applications, focusing on hands-on experience and active learning.</p> <p>This will involve pupils developing the following skills and knowledge:</p> <ul style="list-style-type: none"> o Introduction to device navigation, device settings, and managing information on various digital platforms. o Overview of essential application software, such as word processors, spreadsheets, and presentation tools, including examples of when to use each. o Hands-on practice applying device and software settings for customisation and personalisation. o Teaching pupils how to effectively navigate websites, understand browser functions, and safely access online resources. o Developing research skills, teaching pupils to search for information, evaluate sources, and use search engines efficiently. o Introducing file management, including saving, renaming, copying, and deleting files. o teaching pupils to structure digital information logically through folders and subfolders. o Reinforcement of key skills in device navigation, file management, and using application software. 	<p>The curriculum is implemented through a combination of hands-on activities, structured lessons, and project-based learning, ensuring that pupils have ample opportunity to practice and apply their skills in meaningful ways.</p> <p>This will involve pupils developing the following skills and knowledge:</p> <ul style="list-style-type: none"> o Begin with foundational skills such as entering data, copying, cutting, pasting, and basic formatting techniques (font size, colour, bold, etc.). o Once pupils are comfortable with data entry, introduce data management techniques such as inserting tables, adjusting column widths, merging cells, and creating structured layouts. o Lessons then advance to data presentation skills, including alignment, borders, text wrapping, and adjusting page layout o Pupils work on practical tasks like creating a budget, designing a table for tracking progress, or summarising survey results with charts. 	<p>This content can be structured into classroom activities, assessments, and hands-on practices in a way that builds real-world competencies:</p> <p>This will involve pupils developing the following skills and knowledge:</p> <ul style="list-style-type: none"> o Provide real-life scenarios (e.g., situations where learners might exercise their right to rectify or delete data) and case studies to highlight how these rights are applied in different contexts. o Allow learners to explore data rights and ethical responsibilities. Pupils will debate the "right to be forgotten" in social media contexts, discussing how privacy impacts identity and reputation online. o Pupils will be shown how to create strong passwords, manage privacy settings on social media, and adjust app permissions to protect their information. o They will experiment with privacy controls on their devices, such as toggling location services or blocking unwanted contacts. o Discuss the mental effects of prolonged screen time, such as addiction and sleep disruption. Suggest strategies to minimise screen-related health issues.

	<ul style="list-style-type: none"> ○ Practical tasks where pupils apply digital skills to solve common scenarios or challenges, assessing their ability to think critically and use technology efficiently. 		
Impact	<p>The impact of these lessons is measured by assessing pupils' digital proficiency, confidence, and ability to apply their skills independently.</p> <p>By the end of the topic, pupils should demonstrate:</p> <p><u>Improved Digital Competency</u> Pupils gain confidence in using digital devices, managing files, navigating software, and accessing online information. They develop a foundation of digital skills essential for further learning and workplace readiness.</p> <p><u>Responsible and Safe Digital Practices</u> Pupils understand the importance of digital privacy and can search and navigate online information safely, with an awareness of digital risks.</p> <p><u>Enhanced Problem-Solving Abilities</u> Through practical applications, pupils learn to think critically about digital solutions and apply their knowledge to real-world scenarios, such as organising files or finding information online.</p> <p><u>Organisational Skills for Digital Workspaces</u> Pupils develop strategies to efficiently structure and retrieve digital information, enhancing their productivity in both personal and academic or professional settings.</p> <p><u>Preparation for Future Learning and Employment</u> These foundational skills prepare pupils for future studies in technology or digital fields and equip them with essential competencies that are valued in many career paths.</p>	<p>This curriculum plan's intended impact is to ensure that pupils leave with a strong, functional understanding of spreadsheets and their applications, empowering them with skills they can use across academic, personal, and professional settings.</p> <p>By the end of the topic, pupils should demonstrate:</p> <p><u>Practical Skill Mastery</u> Pupils will have developed a solid understanding of entering, editing, and managing data within a spreadsheet. They will be comfortable using various formatting tools, enabling them to present data in an organised and visually accessible way.</p> <p><u>Increased Digital Literacy and Confidence</u> Mastery of spreadsheet software builds pupils' confidence in their digital skills, making them more comfortable with other digital applications.</p> <p><u>Enhanced Problem-Solving and Analytical Skills</u> Through project-based assessments and real-world applications, pupils learn to approach data in a structured way, developing critical thinking and problem-solving skills.</p> <p><u>Preparation for Further Education and Career Skills</u> This curriculum provides pupils with a foundation for more advanced digital literacy courses or IT-based study paths. The skills learned in spreadsheet management are directly transferable to subjects like business studies, mathematics, and sciences.</p>	<p>This structured approach ensures learners gain practical, applicable skills that can be directly integrated into daily online interactions, creating a robust foundation for responsible digital engagement.</p> <p>By the end of the topic, pupils should demonstrate:</p> <p><u>Enhanced Personal Data Awareness</u> Learners will gain confidence in managing their personal information, including the ability to request corrections or deletions, fostering a sense of control and security in digital interactions.</p> <p><u>Increased Privacy and Security Vigilance</u> With a foundational understanding of online security practices, learners are less likely to fall victim to data breaches or phishing schemes, contributing to a safer online community.</p> <p><u>Improved Digital Health and Safety</u> By promoting ergonomic practices and awareness of digital health impacts, learners are better equipped to maintain physical and mental well-being, potentially reducing health issues</p>
Digital Enrichment	<ul style="list-style-type: none"> ○ Pupils attempt to troubleshoot common technical issues, which enhances their practical digital problem-solving skills. They engage with tasks like file searching, creating folder structures, and managing file storage across devices. ○ Navigating online introduces essential research and evaluation skills. Pupils will learn to assess the reliability of online information. This aspect of the plan exposes them to digital literacy in real-world contexts, encouraging critical thinking and safe online practices ○ Working with files encourages pupils to develop systematic file organisation strategies. Learning to manage digital information efficiently not only boosts productivity but also supports future digital work environments, reinforcing the importance of organisational skills in technology 	<ul style="list-style-type: none"> ○ Skills such as entering, editing, selecting, copying, and pasting data (e.g., whole numbers, decimals, currency, date/time) enhance pupils' ability to manage and organise information digitally. These foundational skills have direct, real-world applications, making pupils more prepared for data handling in various contexts, from academic projects to workplace tasks. ○ Creating and managing tables (adding rows, adjusting columns, merging cells) enables pupils to handle structured data more effectively, which is useful in fields that require data analysis. ○ Exposure to functions like shading cells or using borders helps pupils understand how formatting choices can improve data clarity and highlight key information, a skill relevant in data-driven fields like finance and marketing. 	<ul style="list-style-type: none"> ○ By understanding data privacy and security, learners develop a strong foundation in protecting their identity and personal data, which is a critical digital skill in today's connected world. ○ Skills like creating strong passwords, recognising and avoiding malware, and managing access permissions help pupils develop technical abilities crucial for safe online engagement. ○ Awareness of physical and mental health risks associated with technology use helps learners make informed decisions about their digital habits, such as taking breaks, managing screen time, and avoiding digital fatigue.
SMSC	<p><u>Spiritual Development</u> Through tasks that involve navigating digital environments and solving real-world problems, pupils are encouraged to reflect on the pervasive role of technology in modern life. This helps them appreciate how digital tools can both enrich and challenge their daily experiences.</p> <p><u>Moral Development</u> Pupils assess the reliability of online information, promote honesty and integrity. By teaching pupils to verify the authenticity of information, the curriculum supports ethical research practices.</p> <p><u>Social Development</u> The curriculum includes practical tasks where pupils may work together to navigate technical challenges or help each other understand concepts. This collaborative approach fosters communication skills and mutual respect in a digital setting.</p>	<p><u>Moral Development</u> Teaching pupils to accurately enter and manage data (e.g., ensuring correct currency, date, and decimal use) reinforces the importance of data integrity.</p> <p><u>Cultural Development</u> Encouraging pupils to design spreadsheets that are accessible (e.g., using clear fonts and high-contrast shading) promotes inclusivity. This practice helps them consider the needs of diverse audiences, such as individuals with visual impairments or limited digital literacy</p>	<p><u>Moral Development</u> Understanding data rights and the ethical use of data fosters moral awareness about respecting others' privacy and consent. Pupils learn the value of treating data with integrity and caution.</p> <p><u>Social Development</u> Skills like protecting personal information and managing online communication help pupils become responsible digital citizens. They learn to respect their own and others' privacy</p>