


<p>Timing</p> <p>3 sessions of approximately 45 minutes</p>	<p>Children will</p> <ul style="list-style-type: none"> • Discuss how we use emails to communicate online • Use Tocomail / Gmail to send an email to a class partner and to open and reply to an email from them • Create and send a class email to a class character
<p>e-safety link</p> <p>I describe the ways that people get bullied when they use different technologies and consider what I post</p> 	<p>Objectives</p> <p>Technology in our Lives</p> <ul style="list-style-type: none"> • I can tell you ways to communicate with others online. <p>e-safety</p> <ul style="list-style-type: none"> • I protect my personal information when I do different things online
<p>Links to other learning</p> <p>English: Pupils will ask relevant questions to extend their understanding and knowledge of technology</p>	
<p>Resources</p> <p>https://tocomail.com</p> <p>You can also use the Tocomail app for iPads and tablets</p> <p>Or use gmail as part of G-Suite or Google Classroom (this can be turned on for the block of work and then turned off)</p>	<p>Preparation</p> <p>Seek permission from SLT before setting up email</p> <p>Either: register yourself on Tocomail https://tocomail.com. You will be the administrator of your class's Tocomail accounts so use your school email address to register. Ensure that you read the Terms of Service https://tocomail.com/terms and that senior leaders in the school are happy for you to use the service.</p> <p>Or: ask G-Suite administrator to allow gmail for specific time for communicating with school addresses only. Ask for an account to be set up for a class character or famous person. Send email to each member of class asking them to email their partner to tell them what they think email is used for.</p> <p>Send a letter home to Parents – inform the parents that the children will be given an email address using Gmail / Tocomail for this activity. Explain that the email is secure and monitored by the school, and children will not be emailing outside of the school community.</p> <p>Tocomail: You may choose to register all the children in advance by clicking Add child and setting up accounts for all users. However, to reinforce the idea of screen names, you may choose to ask the children to come up with their own screen name that they can use on their account rather than their real name. You will also need to create an email account for a class character or famous person. This could be linked to a class topic. When setting up accounts, we recommend you select the Simplified View option. After you have completed this unit and are no longer using Tocomail, we advise you to delete all the children's accounts you have added.</p> <p>You may find this video helpful to develop your own understanding of how email works https://www.youtube.com/watch?v=YBzLPmx3xTU</p>

	Expectations	Activity	Success Criteria
1	<p>Technology in our Lives</p> <p>I can tell you ways to communicate with others online.</p>	<p>You may wish to reinforce children’s understanding of the terms “send” and “receive” by writing a short message on a piece of paper and having them pass it around the classroom. They can practice saying the words “send” and “receive” as they pass the message on.</p> <p>Ask the children: how can we use technology to send and receive messages? Discuss their answers – they may suggest texting, mailing, video chat. What are the differences between these?</p> <ul style="list-style-type: none"> • When would you text? (e.g. on the move, need a quick answer) • When would you videochat? (e.g. want to see the person, feel closer to them) • When would you email? (e.g. to send longer messages) <p>Check what children understand by the term email. Can anyone give a good description of what email is?</p> <ul style="list-style-type: none"> • Do you have an email account? • Do other members of your family have an email account? • Have you ever sent or received an email? • How do you think email works? <p>You may wish to show the children the YouTube animation https://www.youtube.com/watch?v=YBzLPmx3xTU – some information is complicated, but the key messages are that emails are sent to a server, which then reads the information in the email address and decides where to send it – compare to how a postman knows where to deliver a letter. Explain that emails are read by the computer as they are sent, so no email is really private.</p> <p>Review rules for keeping personal details private and being kind online.</p> <p>Gmail: Children using Google Classroom/G-suite will log in and should now see Gmail as an option. Show them how to view mail box and let them see the email they have received from – as per preparation note. Pair up children to send each</p>	<p>Gold: I can talk about different types of electronic communication, how they work and when I would use them</p> <p>Silver: I can talk about what an email is, how it is sent and how people I know use it</p> <p>Bronze: I can talk about what an email is</p>

	<p>other an email saying what they think email is used for.</p> <p>Tocomail: Give the children their usernames/email addresses and the passwords you have set for them. Explain that we are going to use Tocomail to email each other, and a very special person. Explain that you will be able to see the messages that are sent and received. Children can login to Tocomail using their details. They will see an avatar and their list of contacts, including you as their teacher. They will also see the class character/famous person you have set up!</p> <p>Let the children view their mailbox, where they will see a message from Toco. Let them explore how they can reply to Toco – they will see that they can draw or type a reply. Ask the children to find out how they can send an email to someone in the class (to avoid any children feeling left out, you may pair them up to email each other). Ask children to send an email saying what they think email is used for.</p> <p>Show the children how they can change their avatar and discuss what an avatar and why we may use it instead of a photo of ourselves.</p> <p>Ask the children what they think of Gmail / Tocomail and sending emails.</p>	
2	<p>Technology in our Lives</p> <p>I can tell you ways to communicate with others online.</p> <p>Email a character:</p> <p>Ask the children what they can remember about how emails are sent. Reinforce the concept that emails go to a server, where the address is read and then sent on. Look at an exemplar email address e.g. bobsmith@gmail.com – how would the computer know where to send the email? Relate to the idea of postmen taking mail to a sorting office and then delivering it to an address.</p> <p>Explain to the children that you have the email address of someone very special (this could be your class character or famous person). The children are going to send them an email – what questions would they like to ask?</p> <p>Give the children time to compose an email to your class character and send it.</p> <p>Ask the children when they think they will get a reply? Talk about how email is a</p>	<p>Gold: I can send an email to a contact and reply to an email, and talk about what happens when I send it</p> <p>Silver: I can send an email to a contact and talk about what happens when I send it</p> <p>Bronze: I can send an email to a contact</p>

		<p>slower form of communication than texting or videochatting – because the person who receives the email has to think about how they will reply. Reinforce the idea that email is useful for times we want to think about what we want to say, and that we shouldn't expect an email back straightaway.</p> <p>After the children have sent their emails, you may wish to reply to them as the class character – (In Tocomail you can do this from your teacher account without logging out.) You could use a standard reply that you copy and paste, or you may want to send a more personal response.</p>	
3	<p>e-safety</p> <p>I describe the ways that people get bullied when they use different technologies and consider what I post</p>	<p>Give children time to open their class character / famous person email.</p> <p>Ask the children what they have learned about email communication. Do they think it is a useful way to send and receive messages? Do they prefer other ways?</p> <p>Give the children a scenario: e.g. Rosie has received an email from a friend at school saying that she doesn't like her and that she's going to tell Rosie's friends not to play with her.</p> <p>Ask the children:</p> <ul style="list-style-type: none"> • How does Rosie feel? • Why has Rosie's friend sent this message? • What advice would you give to Rosie? <p>Ask children to come up with rules for happy emailing based on what they have learned over their time with Gmail / Tocomail. They may consider:</p> <ul style="list-style-type: none"> • Use a screen name rather than your real name • Draw an avatar rather than using a photo • Be kind when you send a message • Don't expect a reply straight away. <p>Ask the children to share their rules.</p>	<p>Gold: I can create and use rules for safe emailing and give advice to others</p> <p>Silver: I can create and use rules for safe emailing</p> <p>Bronze: I can talk about ways I can email safely</p>