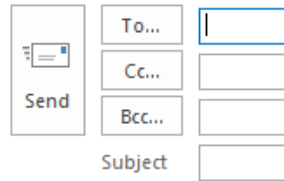
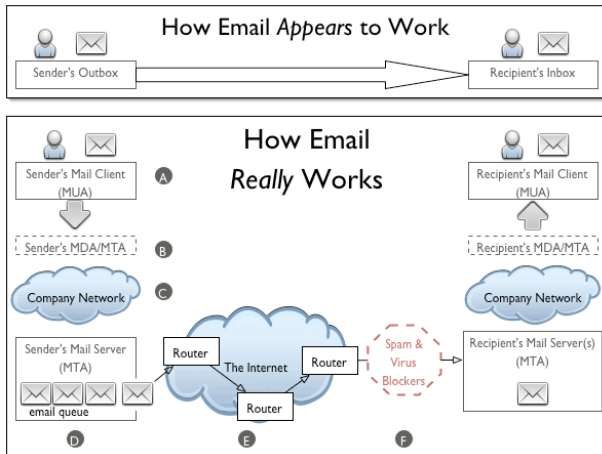


What we will learn

This unit is all about being able to log into your school google account and know how to send an email safely.



This is where you type in the address of the person you are emailing.

Remember to type carefully or the email won't send.

Staying Safe

Searching on the internet

- Do** seek help from an adult if something online makes you angry or upset
- Do not** share your personal information online (e.g. name and address)
- Do** make sure that you spell correctly when typing in a search bar and if you are unsure, check
- Do not** click on a link unless you know it is safe
- Do** remember that not all information is reliable or true
- Do not** respond to unexpected messages and pop-ups online
- Do** think carefully about the words you use and try to use more than one word
- Do not** download files or software without asking an adult first

Cyberbullying is when someone says or does something unkind online. Remember you can always tell an adult at school if anyone is upsetting you. Or talk to an adult at home.

Key tools that you will need:

- A** - lets you edit the text font and layout (we will look at this later in the lesson).
- U** - lets you insert files from the computer's hard drive or from a cloud storage service.
- H** - lets you create a hyperlink to a website.

- 😊** - lets you to insert emojis.
- 📁** - is an online tool using Google Drive, which allow you to insert files from a Google Drive.
- 🖼️** - is image insert, and lets you add pictures to your email.