Digital Literacy
LEARNING JOURNEY

NLS

Year 13

- Week 2 – Website Design - free and easy to use
- Week 2 – AI Learning Session
- Week 3 – EXAMS FOCUS
- Week 2 – Touch Typing
- Medical History - access to medical records - 1
- Week 1 – AI Learning Session
- Week 3 – Managing your online presence 1
- Week 3 – Managing your online presence 2
- Week 3 – AI Learning Session
- Week 1 – NLS Acceptable Use Policy – All Students to complete session and agree AUP for this academic year
- Week 2 – AI Learning Session
- Week 2 – Citations and Referencing using MS Word
- Week 2 – Workspace and setting limited
- How to manage work / life balance and the pressure of sixth form - 1
- Week 1 – AI Learning Session

Year 12

- Week 2 – Digital Portfolios
- Week 2 – AI Learning Session
- Week 3 – EXAM FOCUS
- Week 1 – NLS Acceptable Use Policy – All Students to complete session and agree AUP for this academic year
- Relationships - Understanding how to handle unwanted attention online. How to challenge online harassment/stalking - 3
- Week 2 – Fitness / Health / Wellbeing (using tech to support with this)
- Week 1 – AI Learning Session

Year 11

- Understanding how social media may distort or misrepresent - 5
- Week 3 – IT Tools for Revision 2
- Week 3 – AI Learning Session
- Week 1 – NLS Acceptable Use Policy – All Students to complete session and agree AUP for this academic year
- Mental health and Wellbeing – screen time and safe use of phones - 5
- Week 3 – IT Tools for Revision 1
- Week 2 – AI Learning Session
- Week 2 – Mindful practice Top tips
- Week 2 – Search Engines - research and advance search
- Week 1 – AI Learning Session

Year 10

- Week 3 – Formal Emails - contacting employees re Y10 Work Experience 2
- Week 3 – AI Learning Session
- Banking and managing your money - 6
- Week 1 – NLS Acceptable Use Policy – All Students to complete session and agree AUP for this academic year
- Week 3 – Formal Emails - contacting employees re Y10 Work Experience 1
- Week 2 – AI Learning Session
- Week 2 – Recognising bad habits
- Week 2 – 365 APPS / ONE DRIVE / Using FORMS in MS OFFICE
- Week 1 – AI Learning Session

Year 9

- Balancing work, leisure, exercise and sleep - 5
- Living in the wider world – digital literacy - 6
- Week 1 – NLS Acceptable Use Policy 1 – All Students to complete session and agree AUP for this academic year
- Week 3 – AI Learning Session
- Developing Digital Resilience - 4
- Week 2 – AI Learning Session
- Week 2 – Impact of IT and Tech Sustainability
- Week 2 – 365 APPS - PowerPoint - Basic / Literacy Spell Checker / Synonyms
- Week 1 – AI Learning Session

Year 8

- Week 3 – Digital Footprint – Social Media
- Week 3 – Digital Footprint – What is it?
- Dangers of Society Online and Offline – Online Safety and Grooming - 3
- Week 1 – NLS Acceptable Use Policy 1 – All Students to complete session and agree AUP for this academic year
- Sleep and Relaxation – 6
- Staying Safe Online - 6
- Week 2 – Home working environment and setting limits
- Week 2 – 365 APPS - Introduction / ONE DRIVE / WORD - Basic / Literacy Spell Checker / Synonyms

Year 7

- Week 3 – AI Learning Session
- Week 3 – Using QR Codes
- Week 3 – Using Websites and APPS to support learning
- Week 2 – AI Learning Session
- Staying Safe online – 3
- Effect of Online Bullying - 3
- Week 1 – Introduction to AI
- Week 1 – Online Safety NLS Acceptable Use Policy – All Students to complete session and agree AUP for this academic year
- Week 1 – Student Login / G4S / Website

  TEAMS - Reset Passwords - Photocopier - Printing - Setting up Files/Folders and saving work - ParentPay/ID cards - PC Shortcuts - Email Addresses and attaching documents - Folders and deleting content

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