HARBOUR VALE SCHOOL

Key Stage 4 Learning Journey

Digital Functional Skills

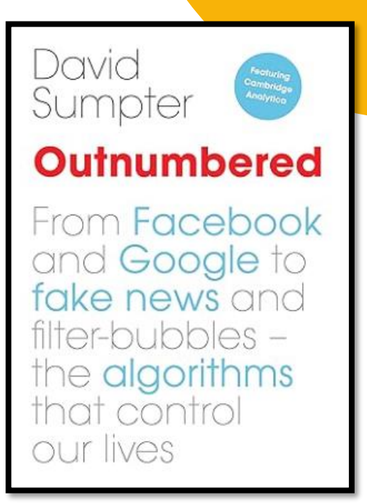
Being safe and responsible online

- Protecting personal information
- Cloud Backups
- Viruses
- Health impact
- Data Protection

Future

Digital Transactions

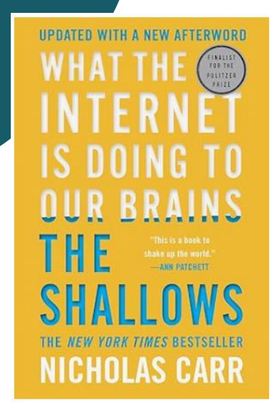
- Secure browsing
- SSL Security
- Online Forms
- Online accounts



Suggested reading

Digital Communication

- Email
- Messenger
- Digital footprint
- Privacy



Suggested reading

Creating and Editing digital content

- Charts
- Processing numeric data
- Documents for specific audience
- Tables, Graphs and Graphics

Consider using bar charts instead of pies

Better

Better

Using devices and handling information

- Wi-Fi
- Baseline
- Search Engines
- Files and Folders
- Data Storage

Step 1

'I don't **know**' **has become** 'I don't **know yet**'. - **Bill Gates**