

Brimington Manor
Infant and Nursery
School

*A Parents Guide to
Using the Computer
with your Child*

Using the computer with your child

'Pupils participate in a rapidly changing world in which work and other activities are increasingly transformed by access to varied and developing technology. Pupils use ICT tools to find, explore, analyse, exchange and present information responsibly, creatively and with discrimination. Increased capability in the use of ICT promotes initiative and independent learning, with pupils being able to make informed judgements about when and where to use ICT to best effect, and to consider its implications for home and work both now and in the future.' National Curriculum for England 2000

At Brimington Manor Infant and Nursery school we are committed to giving our children a good start by providing them with a wide range of experiences to develop their ICT capabilities.

Your child will have the opportunity to work on a PC at school that has software specifically designed for use by children. This covers a wide range of applications, for example, word processing, data handling and graphics. They work as part of a group, as an individual or as one of a pair on carefully planned activities.

This booklet is intended to be a guide for you and your child during their time at school.

As a parent you may have access to a PC at home and feel able to support your child with the following skills. The skills are **not** intended to be a full definitive list but are offered as areas you can work on to support your child.

General

Initially:

- Turn devices on and off correctly
- Select a program and double click to make it start

With more experience:

- Load CD ROMs with help and then independently
- Open folders/files with help and then independently
- Save work to a folder
- Retrieve work from a folder
- Print work using the print icon and then drop down menu

Mouse Control

Initially:

- Holding the mouse so that the index finger is over the left hand button
- Using the mouse to move the pointer (cursor)
- Using the mouse to click and drag

With more experience:

- Moving the pointer with increased accuracy
- Familiarisation with the functions of the mouse button

Wider World

- Have an awareness of simple switches on household appliances and recognise that many everyday devices respond to signals and commands
- Develop respect for ICT equipment
- Use the computer responsibly
- Awareness of ICT in the wider world: shopping (bar codes, check outs etc.) banks, libraries, TV, videos, telephones, fax machines

Keyboard Skills

Initially:

- Recognise the letters in their name on the keyboard
- Use letter or number keys to type letter or number patterns or words
- Use the spacebar, return and enter keys

With more experience:

- Become familiar with the keyboard (e.g. find characters, space, return, delete and backspace)
- Use cap/shift
- Change font styles, colour and size
- Highlight, select all, copy, paste, move, delete, embolden, italicise and underline

Vocabulary

It is important to be specific with the vocabulary you use. Please try to use the following technical vocabulary with your child.

Initially:

- | | | |
|-----------|--------------|--------------------|
| • Monitor | • Keyboard | • Mouse |
| • Printer | • Select | • Space bar |
| • Cursor | • CD ROM | • Return/Enter key |
| • Drag | • Icon | • CD drive |
| • Click | • Hard drive | • Scanner |

With more experience:

- | | | |
|----------|------------|-------------------|
| • Load | • retrieve | • word processing |
| • Save | • memory | • data |
| • Close | • graphics | • keypad |
| • Folder | • menu | |
| • file | • delete | |

Using the Internet

Working with the Internet (the web) helps children to develop research and information handling skills. Children need to know how to find information quickly and easily and

how to select it in a discerning way. When used safely and effectively, it provides stimulus and enjoyment of learning.

Safety

All of the computers in school have Internet access. The children have controlled access to the content of the Internet. The LEA systems, through a built in firewall, provide filtering control mechanisms to prevent access to unsolicited, unsuitable or inappropriate material. At home, your child should only use the Internet with your knowledge. As a supporting adult you should screen the material they access. There is a facility built into Internet Explorer which allows you to block inappropriate content.

- Open Internet Explorer
- Click 'tools' button
- Select 'Internet Options' from the drop down menu
- Select 'Content' tab
 - In the box titled 'Content Advisor' click 'enable'
 - Adjust slider to control language, nudity, sex and violence content
- Select 'General' tab
 - Uncheck box that states 'Users can see sites that have no rating'

There is also a range of software available to purchase which you can set to control web content.

Vocabulary

The technical vocabulary used to support Internet work:

- | | | |
|------------|--------------|----------|
| • Log on | • search | • search |
| • Window | • favourites | engine |
| • navigate | | • page |