

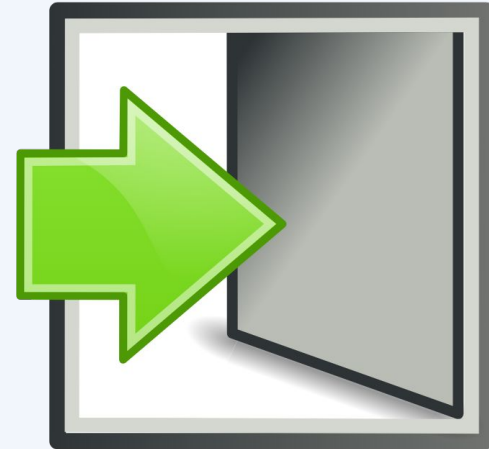
# Lesson 2: Welcome to your workstation

Year 7 – Impact of Technology – Collaborating online respectfully



# What can you remember from last lesson?

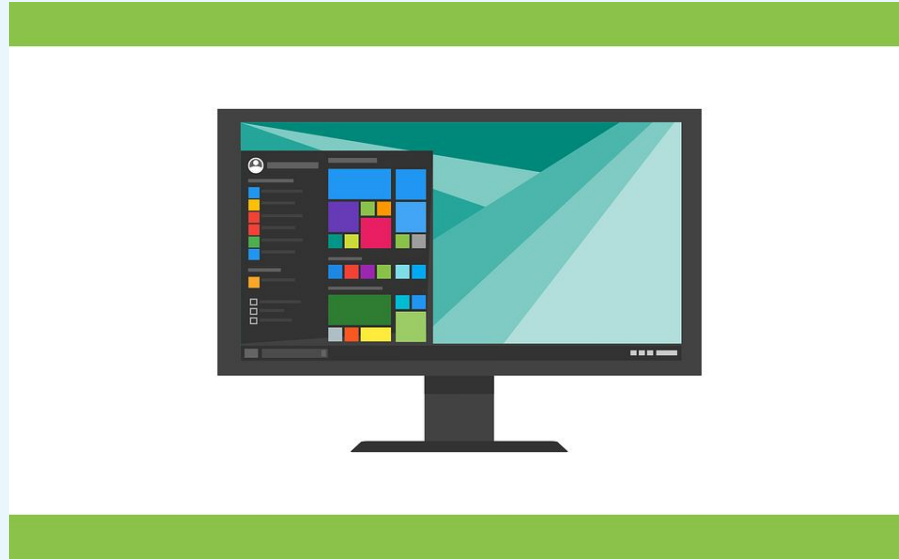
1. Log in to your computer
2. Write down one rule for the computing lab on your sticky note and put it on the whiteboard
3. Help another student to log in if you managed to do this really quickly



## Lesson 2: Welcome to your workstation

In this lesson, you will:

- Find personal documents and common applications
- Recognise a respectful email
- Construct an effective email and send it to the correct recipients



Let's take a tour!

# Email: a tool for online communication

- Have you sent an email before?
- Why might you need to email a teacher?
- Why might you need to email another learner?
- Would you write an email to a teacher in the same way that you would write one to a friend?

## This is an email from a learner to a teacher

Message	1/5
From: Becky	
Subject: Hi Miss!	
Can we not have any homework this week because I didn't like the last one that you sent out and I really wanted to play online instead.  Soz. Lol.	

Is it respectful?

# This is an email from a teacher to a learner

Message

2/5

From: Mr Bordwell

Subject: Today in class

The work that you produced today in my class was dreadful and I would rather not have you in my lessons any more.

Don't bother turning up next time.

Is it respectful?

# This is an email from a learner to a learner

Message

3/5

From: Melissa

Subject: Jacobs hair LOL!!!

Did you see that hair today! He looked like a scarecrow 🤡

Here is his new school picture...



Is it respectful?



# This is an email from a teacher to a learner

Message	4/5
From: Mr Hopper	
Subject: Homework for Monday 8th	
<p>Dear Class,</p> <p>This is a reminder that your homework project on volcanoes is due on Monday 8th. Please email me if you have any questions about the activity.</p> <p>Many thanks, Mr Hopper</p>	

Is it respectful?

# This is an email from a learner to a teacher

Message	5/5
From: Sunny	
Subject: RE: Homework for Monday 8th	
Dear Mr Hopper,  Could you let me know if we were meant to draw a diagram of a volcano or just write about them?  Thank you, Sunny	

Is it respectful?

# Who can read your school emails?



# Where else can you be monitored online?

Watch [this video](#)



# How to send an email to **your teacher**



**Explorer task:** Find out what BCC means and investigate how to use it in an email.

## How to send an email to another learner



**Explorer task:** Send an email to your form tutor to let them know how you are settling in at school.

# What is wrong with this email? How could we improve it?

Message

1/3

From: Afzal

Subject:

Dear Miss Cooper,

Could you let me know when the maths homework is to be completed by?

:)

# What is wrong with this email? How could we improve it?

Message

2/3

From: Paignton

Subject: Hi

To Mrs Jones,

What is the correct PE kit for next week?



# What should be the consequences of sending this email?

Message

3/3

From: Edward

Subject: Loser!!!

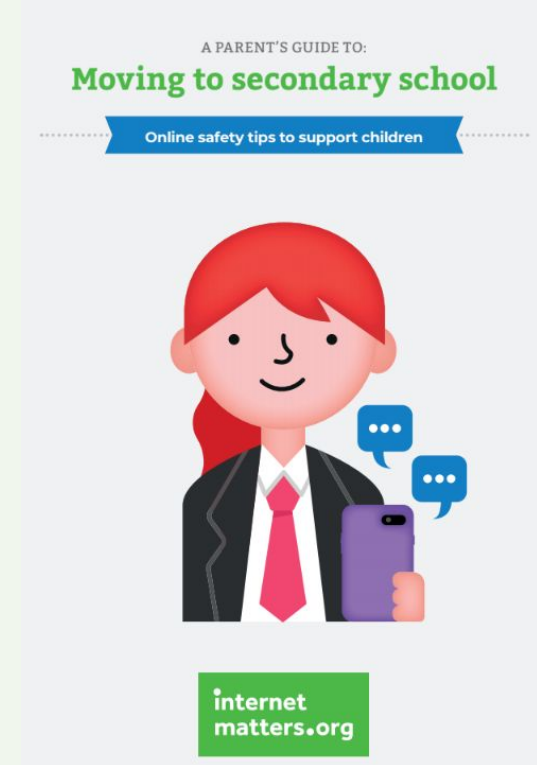
You are so stupid I can't stand you.

# Homework: Online tips leaflet

Read this leaflet with your parent or carer.

Ask them to write a note in your planner to confirm that they have seen it.

Due: Next lesson



# Next lesson

## In this lesson, you...

Learnt about your workstation and how to send a respectful email

## Next lesson, you will...

Learn how to use online tools to communicate effectively