Year 1/2 Theydon Bois Primary Knowledge Organiser: Autumn 2

Computing -		
Big Ideas	**Device usage and safety**	To know how to use the School equipment safely,

Vocabulary and Device Parts & Handling Care

Step-by-Step Device Processes

A. How to Start Your Learning Session

1. 🤲 **Carry with Two Hands:** Hold the device securely against your chest with both hands.
2. 📖 **Open Lid Gently:** Lift the Chromebook screen slowly from the center.
3. 🔘 **Power On:** Press the power button once and wait for the screen to light up.
4. 🔑 **Log In:** Type your username and secret password carefully.

Device Part	What It Does	Safe Handling Rule
Power Button 🔘	Turns the device on and off.	Press gently once—never hold down forcefully.
Screen 🖥️	Displays work and activities.	Touch softly if touchscreen; keep food and drinks away.
Trackpad / Mouse 🖱️	Controls the pointer on screen.	Use one finger to glide and tap gently.
Keyboard ⌨️	Types letters, numbers, and spaces.	Press keys softly with clean, dry hands.
Headphones 🎧	Plays audio without disturbing others.	Plug in carefully and keep volume at a safe level.
Chromebook	A portable computer we use for schoolwork.	
Password	A secret code that opens your personal account.	

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We Are Learning To...

Understand how to turn devices ON and Off correctly and safely	Identify and operate power controls on a variety of digital devices.	Identify components of a device.	Use the line and shape tool in digital artwork.	Can the style of my digital work in different ways in a digital painting program.

The 4 Golden Rules for Staying Safe

Rule	Action	Why It Matters
1. Ask First 🙋	Always ask a teacher or parent before using a computer or going online.	Ensures you only visit safe, age-appropriate places.
2. Keep Secrets 🔒	Never share your password, full name, or address with anyone except parents/teachers.	Keeps your account and personal information secure.
3. Be Respectful 🤝	Handle hardware gently and leave your desk neat for the next student.	Protects equipment so everyone can use it.
4. Tell an Adult 📢	If you see something scary, weird, or upsetting on screen, tell a grown-up right away.	Adults are there to help you solve problems safely without judgment.