Computing

Online Safety

What Is Email?

twinkl
Quality Standard
Approved

Aim

- To explore how to use email to safely communicate.

Success Criteria

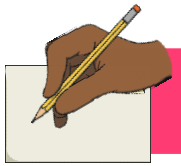
- I can say why email is a good way of communicating.
- I understand how quickly an email can go from one place to another.
- I can begin to form an email.
- I can suggest ways to use email safely.
- I can explain what to do if I receive an email from someone I don't know.

How We Communicate

'Communicate' means to share information.
Can you think of some of the different ways people communicate? Talk to your partner.

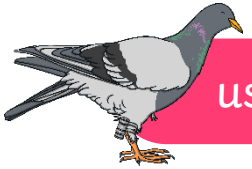
talking

using sign language



writing letters

talking on a telephone



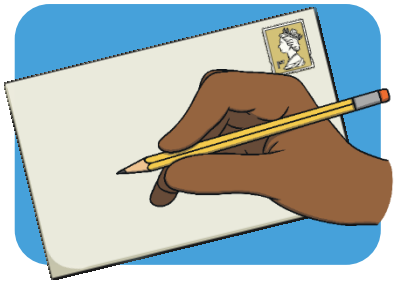
using pigeons to deliver messages (a long time ago)

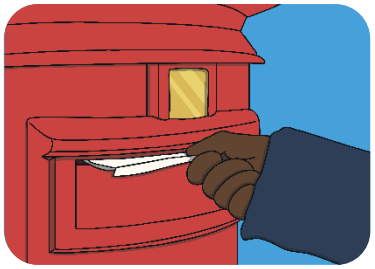
using computers, tablets or smartphones

Sending Mail

People often send letters through the post.

It takes at least one whole day for a letter to go from one place to another.



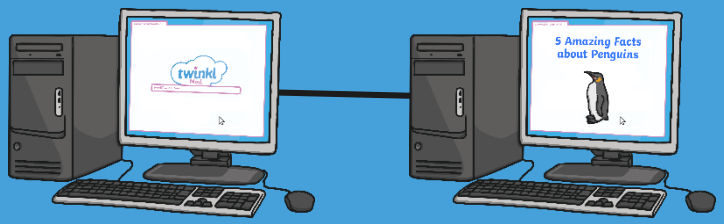


How can we speed up the way we send written information?

Email

People use computers, phones or tablets to send **emails.** This is like a letter sent digitally through the Internet.

Emails are sent instantly through a computer network.



Emails can take just seconds to go from one computer to another. An **email** can travel to a computer on the other side of the world through the **Internet**.

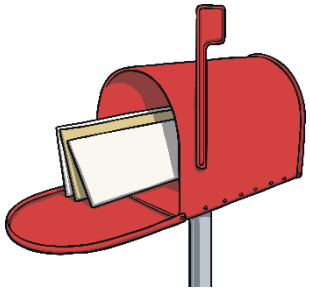
Many adults use **email** every day. You can start using email on your own when you get a little older. If a child uses email, it is important they do this with a responsible adult.

Why Is Email a Good Thing?

Can you think of a reason why **email** is a better way of communicating than sending a letter through the post?

Letters are usually only sent to one place. It is not very easy for someone to share your private letter with lots of other people.

Email is very quick. Your message can be sent to the other side of the world in seconds.



VS

Letters take longer - sometimes days or even weeks - to reach their destination.

Your message or email details could end up in the wrong hands. People could share your private message or personal details more easily.

How to Send an Email

Tia is going to have a birthday party at the zoo.

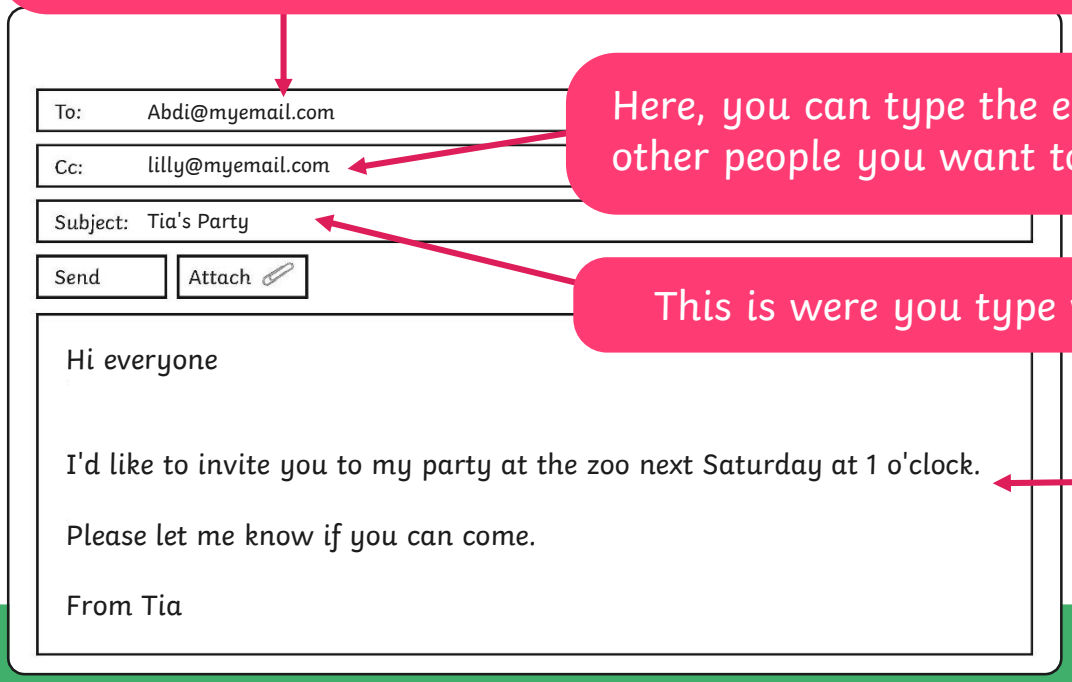
She needs to let her friends know where it is and when to come.

She has decided that using email would be the best way to invite her friends.

She has asked her dad to help her send an email.

How to Send an Email

Instead of a home address, people have an email address. It always contains the @ symbol. This address tells the email where to go.



Here, you can type the email addresses of any other people you want to be able to see the email.

This is were you type what the email is about.

Here, you can start typing your message.

When you're ready, click Send

Don't send personal information in an email to people you don't know.

How to Send an Email

Tia is confused. She has some questions about her emails. Can you help her decide what to do?

Is it OK to give out information about my party to my friends?

Yes, email is a great way to communicate with friends and family.

When I get replies, how will I know if an email is safe to open?

Your email replies will be from people you know. If you see an email from someone you don't know, tell a trusted adult straight away.

Who should I not give this information to?

Don't give the information to anyone you don't know.

Who should I speak to if I have any questions about my emails?

Speak to a trusted adult, like a parent or a teacher.

Emergency Email

It's Tia's birthday party on Saturday. She has just realised that she told all her friends the wrong time! She said it was at 1 o'clock and she should have said 2 o'clock.

Tia needs to let her friends know the correct time.

Imagine you are Tia.
Create a new email to send to your friends.

Opening Emails

Sometimes we receive emails from people we don't know. Some of these emails can cause harm to your computer or are from people looking to use your information in the wrong way.

	Name	Subject	Date
☐	Ben	RE: Party	10th Nov
☐	Harry	RE: Party	10th Nov
☐	Not West Bank	Tell us your address!	10th Nov
☐	Amelia	RE: Party	10th Nov
☐	Creepy Croc	FREE TOYS	10th Nov

Opening Emails

If you see **RE:** in the subject of an email, it means the email is a reply from an email you sent.

Tia knows Ben, Harry and Amelia. They are sending a reply to her email. These emails are safe to open.

	Name	Subject	Date
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☐	Creepy Croc	FREE TOYS	10th Nov

Opening Emails

If you see an email from a sender you don't know, don't open it.
Always show a trusted adult.

do not open the email. You should delete these emails.

	Name	Subject	Date
☐	Ben	RE: Party	10th Nov
☐	Harry	RE: Party	10th Nov
☒	Not West Bank	Tell us your address!	10th Nov
☐	Amelia	RE: Party	10th Nov
☒	Creepy Croc	FREE TOYS	10th Nov