

Get Yourself Online Digital Literacy Curriculum Content

Course 1 Information & Data Literacy

Module 1 : Browsing, Searching & Filtering data, information & digital content

- Explain what a search engine is
- Distinguish between different types of search engines
- Identify and use common key words and symbols to make your search strategies more successful
- Recognise that search engines have a commercial element
- Use the bookmarking tool to save and retrieve your searches

Module 2: Evaluating data, information & digital content

- Explain why evaluating data, information and digital content is important
- Describe a framework to evaluate data, information and digital content
- Identify key indicators for credibility and reliability of data, information and digital content
- Demonstrate how to evaluate credibility and reliability factors of information sources
- Relate the evaluation of data, information and digital content to your personal needs

Module 3: Managing data, information & digital content

- List examples of digital content
- Distinguish between a file and a folder
- Understand how to manage your files using File Explorer
- Explain how to create and find folders
- Demonstrate your knowledge of at least one file management tip

Course 2 Communication & Collaboration

Module 1: Communication & Collaboration – Interacting Through Digital Technologies

- Choose a technology for interacting to best match the situation.
- Use some popular digital tools for interacting.
- Explain how some digital technologies for interacting make money and influence user behaviour.
- Recognise signs that you might be interacting with a chatbot rather than a person.
- Recognise that many communication services online have accessibility features.

Module 2: Sharing through Digital technologies

- Share digital content across multiple devices and online
- Recognise when to reference content you share online
- Understand that material we share might be used to train Artificial Intelligence (AI)
- Set privacy restrictions on shared content
- Understand how to flag or report misinformation.

Module 3: Engaging citizenship through Digital technologies

- Locate a wide variety of services online relating to active citizenship, healthcare, education and managing our finances.
- Understand how to use digital tools for participating in society as an active citizen, including finding information, making healthcare appointments, online banking, starting petitions and fundraising.
- Recognise the advantages and disadvantages of Artificial Intelligence (AI) for various aspects of everyday life.
- Understand the role of secure electronic identification when using online services.

Module 4: Collaborating through digital technologies

- Identify examples of digital technologies for collaboration.
- Recognise the skills needed to collaborate effectively using digital tools.
- Reflect on the advantages and disadvantages of using digital collaborative tools.
- Recognise how some digital tools can be used for collaboration including project management, co-creation of digital content and generating ideas.

Module 5: Netiquette

- Recognise how to use good netiquette in online environments.
- Recognise hate speech and how to report it.
- Suit your communication style to match the audience and context in formal and informal situations.
- Recognise how good netiquette considers generational and cultural differences.

Module 6: Managing Digital identity

- Recognise how our online digital identity is constructed.
- Identify ways to protect and manage our digital identity and the data collected about us when online.
- List ways to create a positive digital identity.
- Explain how our identity is verified when using online services.

Course 3 Digital content creation**Module 1: Developing Digital content**

- Demonstrate an understanding of how to start creating a piece of basic digital content using text, and/or visual tools.
- Recognise and distinguish between some of the basic tools on the ribbon to develop and edit digital content.
- Demonstrate an understanding of how to insert images, copy, paste and format your text.

- Identify the steps involved in creating videos on a mobile device or in PowerPoint.

Module 2: Integrating & re-elaborating digital content

- Explain what it means to integrate digital content using digital tools.
- Explain what it means to re-elaborate digital content using digital tools.
- Select an appropriate digital tool to change and improve digital content that you've created.
- Identify digital tools to help make your digital content more inclusive and accessible.

Module 3: Copyright & licences

- Understand what copyright means
- Understand some guidelines for fair use in copyright and licencing
- Identify some sources offering images which are available for public use
- Identify when an image is copyright protected

Module 4: Programming

- Explain what a program is.
- List examples of where programs are used in daily life.
- Follow a set of instructions in a programming tool.
- Identify simple errors in a program.

Course 4 Safety**Module 1: Protecting devices**

- Recognise how your devices and data can be vulnerable to cyberattacks such as hacking and malware.
- Recognise the importance of protecting your digital data and devices.
- Describe measures you can take to protect your devices from cyberattacks.
- List some steps you can take if your device has been compromised by a cyberattack.

Module 2: Protecting personal data & privacy

- Recognise systems that aim to protect your personal data and privacy.
- Identify some ways you can protect your personal data and privacy in digital environments.
- Recognise secure methods for sharing personally identifiable information (PII) online.
- Identify privacy policy statements and understand how personal data is being used in digital services.

Module 3: Protecting health & well-being

- Recognise the risks of digital technologies to our health and well-being.

- Use digital technologies safely to prevent harm to our health and well-being.
- Identify strategies to protect oneself online.
- Recognise digital technologies that promote well-being and social inclusion.

Module 4: Protecting the environment

- Recognise the impact of digital technologies and their use on the environment.
- Identify actions to help reduce the impact of digital technologies and their use on the environment.
- Explain how using digital technologies can help protect the environment and reduce carbon emissions.

Course 5 Problem solving**Module 1 - Solving technical problems**

- Identify simple technical problems that can occur when using digital devices and in digital environments
- Recognise how to take a step-by-step approach to help you resolve some technical issues
- Confidently use the internet to troubleshoot technical problems.
- Select appropriate solutions to resolve simple technical problems when using digital devices and in digital environments

Module 2: Identifying needs and technological responses

- Recognise how technology can improve the inclusiveness of digital content and services and choose appropriate assistive tools
- Recognise how AI-driven speech-based technology can enhance the accessibility of digital tools and devices
- Understand that the internet can be used for commercial and person to person transactions, and some of the benefits and risks
- Identify when to use machine translation services

Module 3: Creatively using digital technologies

- Understand how technology such as the Internet of Things is shaping digital innovation
- Recognise how working collaboratively can help to solve problems
- Identify digital tools for turning creative ideas into action
- Identify how digital technologies are being used creatively for social innovation and problem-solving

Module 4: Identifying digital competence gaps

- Recognise digital competence skills
- Identify tools to learn about our own digital competence gaps
- Recognise options available to us to learn and develop digital competence skills
- Develop a mindset of confidence, lifelong learning and helping others to develop their digital competence