

# Digital Citizenship and Ethics



## Certification Exam: ICT Digital Citizenship & Ethics Certificate Test

The *ICT Digital Citizenship & Ethics* exam has been created, in response to customer requests, to provide an innovative program of instruction and digital literacy assessment that works well for middle schools within these digital citizen topics: Internet technologies, email browsers, communications, social media applications, cybersecurity, global awareness, and digital citizenship. This program is intended to introduce students to digital technology literacy and prepare them for opportunities in a technology-driven world.

The exam for this certificate verifies the candidate's ability to identify and use Internet technologies, websites, Web languages, browsers, and other online resources and tools. Candidates will also identify the purpose, uses, and benefits of copyright, fair-use guidelines, global awareness of laws, security, privacy, and cultural differences as they become better digital citizens. The exam further validates the candidate's skills and understanding of email functions and etiquette, licensing rules, laws, and rules regarding intellectual property. Throughout these topics, the candidate will learn to apply safety online and practice cybersecurity techniques.

## Candidate Profile

The ICT Digital Citizenship & Ethics certification and courseware serve a wide range of learners seeking practical, industry-relevant skills, including:

### Middle School Students

- Grades 5-8<sup>th</sup>.
- Familiar with computer operations (logging in, file management, keyboarding).
- Build awareness, responsibility, and safe practices to foster independence while using digital devices and platforms.

### High School Students

- Grades 9-12<sup>th</sup>.
- Familiar with computer operations (logging in, file management, keyboarding).
- Those interested in college pathways (computer science, software development) or improving job prospects after graduation.

### Adults

- Basic computer literacy.
- Learners who want to strengthen their digital literacy, cybersecurity awareness, and responsible technology use.
- Use digital tools for work, communication, or learning.

## Career Profile

This course aligns with the Department of Labor Standard Occupational Classification for the following:

### SOC: 21-1012 Educational, Guidance, and Career Counselors and Advisors

Educational, Guidance, and Career Counselors and Advisors help students and individuals make informed decisions about their education, career pathways, and personal development. They provide guidance that supports academic success, career planning, and personal growth, helping individuals identify their strengths, interests, and goals.

### SOC 43-0000 Office and Administrative Support Occupations

Office and Administrative Support Occupations include professionals who perform clerical, organizational, and administrative tasks that help businesses and organizations operate efficiently. These workers manage information, coordinate office activities, maintain records, and support communication within organizations.

### SOC: 15-1212 Information Security Analysts

Plan, implement, upgrade, or monitor security measures to protect computer networks and information. Assess system vulnerabilities for security risks and propose and implement risk mitigation strategies. May ensure appropriate security controls

are in place that will safeguard digital files and vital electronic infrastructure. May respond to computer security breaches and viruses.

## Topics

### Lesson 1: What Is Digital Citizenship?

Digital Citizenship  
Identifying the Nine Elements of Digital Citizenship  
Nine Elements Examples  
Digital Citizenship and Your Digital Footprint - What Would You Do?  
Digital Citizenship - Digital Access

### Lesson 2: What Is the Internet?

Internet Awareness  
What is the Internet?  
Searching the Internet  
Data Sizes and Data Loss  
Internet Address and DNS  
Digital Citizenship - Digital Literacy

### Lesson 3: What are Websites and Browsers?

What are Websites?  
Navigating Websites  
Bandwidth  
Evaluating Websites  
Validating Websites  
Web Browsers and Web Servers  
Programming Languages  
Computer Cookies  
Benefits of Add-Ons, Plug-ins and Browser Apps  
Digital Citizenship - Digital Rights and Responsibilities

### Lesson 4: Applying Creative Commons and Fair Use Rules

Understanding Rules, Rights and Laws  
Creative Commons  
Fair Use  
Avoiding Plagiarism  
Plagiarism Laws and Detections  
Censorship and Filtering  
Blocking  
Digital Citizenship – Digital Law

### Lesson 5: How Can You Be Safe and Secure Online?

Internet Safety  
Internet Safety Tips  
Cybersecurity and Crime  
Viruses  
Phishing  
Data Breaches  
Protect Yourself Online  
Protect Yourself During Downloading  
Digital Citizenship – Digital Security

### Lesson 6: Creating Email and Calendars

Email and Digital Calendars - Why are they Important?  
The Importance of Email  
Using Gmail  
Using Outlook  
What is a Digital Calendar?  
Digital Citizenship - Digital Communication

### **Lesson 7: So Many Ways to Communicate Online!**

Communications  
Online and Offline Communication  
Online Conferencing  
Online Conference Options  
Voicemail Greetings  
Shared Storage Sites  
Streaming Services  
Digital Citizenship - Digital Commerce

### **Lesson 8: Social Media - It's All Around Us!**

Social Media  
Your Social Media Use  
Cyberbullying  
Social Media Responsibility  
Internal and Open Media Sites  
Positive Benefits of Social Media  
Digital Citizenship - Digital Etiquette

### **Lesson 9: Digital Citizenship - It's Worldwide!**

Your Digital Footprint  
Digital Citizenship  
Global Digital Citizen  
Digital Literacy and Oversharing  
Culture, Laws and Online Activity  
Digital Citizenship - Health and Wellness