

ICT Digital Citizenship and Ethics Objectives and Activities

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 digital technology literacy and prepare students for opportunities in a world of technology.

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 all of these topics the candidate will learn to apply safety online and practice cyber-safety techniques.

ICT Digital Citizenship & Ethics Objective	ICT Digital Citizenship & Ethics Activity/Slideshow/Video
Domain 1: Internet Awareness	<ul style="list-style-type: none"> Internet Awareness - PPT: Question Slide- Then Answer Slide
1.1: Define "Internet," and explain how it uses protocols and data packets to enable computers to communicate.	<ul style="list-style-type: none"> Video: What is the Internet https://youtu.be/Dxccc6vcZ73M
1.2: Describe how to manage Internet usage to balance life responsibilities at home, school and work.	<ul style="list-style-type: none"> Tracking Your Online Use and Setting Goals
1.4: Describe Internet addressing, including domain names (.com, .org, .edu, .gov, .net, .mil), IP addresses and DNS.	<ul style="list-style-type: none"> Video: The Internet: IP Addresses & DNS https://youtu.be/5o8CwafCxnU
1.5: Use various search techniques including Boolean concepts.	<ul style="list-style-type: none"> Internet Search Challenge PPT: Activity and Answer Sheet
1.6: Incorporate results from Internet searches into a research project (e.g., report, summary).	<ul style="list-style-type: none"> Cyberbullying Research Flyer- Doc Research Project
1.7: Explain data size (bits, bytes, etc.) and how data size can affect Internet usage.	<ul style="list-style-type: none"> Video: Bits, Bytes, Kilobytes, Megabytes, Gigabytes, Terabytes https://youtu.be/u4POLoofEFs
1.8: Describe how bandwidth affects Internet issues relating to Websites, including bandwidth, compression, streaming, Web hosting.	
1.9: Describe common threats and safe online communication techniques.	
1.10: Identify common Internet challenges and how adaptability and perseverance help to solve these problems.	<ul style="list-style-type: none"> 10 Common Causes of Data Loss PPT

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1.11: Describe and apply creativity, innovation and imagination to become a Producer of the Internet.	<ul style="list-style-type: none"> • Activity Producer or Consumer- Doc
Domain 2: Websites	<ul style="list-style-type: none"> • Internet Awareness - PPT: Question Slide- Then Answer Slide
2.1: Explain various navigation techniques to access information on Websites, including click, delayed, double click, mouse over, drag and drop.	
2.2: Explain why validation is important and determine how to validate Webpage code using W3C validation tools.	
2.3: Explain and identify Website evaluation techniques	<ul style="list-style-type: none"> • Is it Fake or Real?
2.4: Identify and explain various validating resources and when they would be used.	
2.5: Explain the benefits and purposes of being literate with information and digital concepts	
Domain 3: Browsers	<ul style="list-style-type: none"> • Internet Awareness - PPT: Question Slide- Then Answer Slide
3.1: Explain HTML (Hypertext Markup Language) and Cascading Style Sheet (CSS) technology	<ul style="list-style-type: none"> • Explain CSS, HTML and JavaScript
3.2: Describe various Web browsers and Web servers	<ul style="list-style-type: none"> • Browsers in the Business World - PPT
3.3: Show how to navigate Websites and use bookmarks.	
3.4: Describe benefits of using add-ons, plug-ins and in browser apps.	<ul style="list-style-type: none"> • Choose a topic- Benefits & Purposes • Video: Computer cookies explained https://vimeo.com/391135290
3.5: Explain the purpose of clearing cache and how to clear in various browsers	
3.6: Explain cookies and how they are used by companies and Websites.	
Domain 4: Fair Use and Creative Commons	<ul style="list-style-type: none"> • Internet Awareness - PPT: Question Slide- Then Answer Slide
4.1: Describe creative commons Websites and how to identify these resources.	<ul style="list-style-type: none"> • Creative Commons Resources Rating • Video: What is Creative Commons? https://youtu.be/dPZTh2NKTm4
4.2: Identify and apply copyright and fair use guidelines, and explain plagiarism as an ethical and legal violation.	<ul style="list-style-type: none"> • Video: Creativity, Copyright and Fair Use https://d1pmarobgdhgix.cloudfront.net/digitalcitizenship/Copyright and Fair Use Update Site.mp4
4.3: Explain copyright protection and legal consequences.	
Domain 5: Online Safety/Cyber Security	<ul style="list-style-type: none"> • Video: 5 Internet Safety Tips for Kids https://youtu.be/X9Htg8V3eik
5.1: Identify scams, theft and risks and who is at risk.	
5.2: Explain data breaches and incorporate a recent data breach in a class project.	
5.3: Identify strong password practices and explain the purpose to others.	<ul style="list-style-type: none"> • Protect Yourself and Your password - Doc
5.4: Practice cyber-safety techniques to protect your personal information when using Internet searches, email, chat rooms and social network Websites.	

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5.5: Explain safe practice for online safety and identify security issues.	
5.6: Discuss issues related to downloading music, videos or software from the Internet, including unethical vs. illegal actions.	
Domain 6: Digital Citizenship Responsibilities	<ul style="list-style-type: none"> • Digital Citizenship Scenarios PPT: What would you do? • Digital Citizenship PPT: Basic • Video: Nine elements of digital citizenship https://youtu.be/ZWuWW1-9frk
6.1: Describe personal and social responsibility in a digital world.	<ul style="list-style-type: none"> • Digital Citizenship Responsibilities- Postcards Project
6.2: Describe safe posting practices and why they are important to know and follow.	
6.3: Explain appropriate online behavior and online etiquette.	
6.4: Describe the nine elements of digital citizenship and why they are important	<ul style="list-style-type: none"> • Nine Elements of Digital Citizenship- Matching Doc • Nine Elements of Digital Citizenship-Identifying Examples Doc • Video: Being a Good Digital Citizen https://youtu.be/ju9aOc2MLyo
6.5: Define digital footprint and how to manage.	<ul style="list-style-type: none"> • Video: What's in Your Digital Footprint? https://youtu.be/4P_gj3oRn8s
6.6: Describe cyberbullying	<ul style="list-style-type: none"> • Cyberbullying Research Flyer- Doc Research Project • Video: CyberBullying https://youtu.be/YwYILosaCrs • Video: Digital Citizenship and Anti-Bullying https://vimeo.com/21601407
6.7: Describe how interpersonal skills are vital to your digital citizenship.	<ul style="list-style-type: none"> • Interpersonal Skills & Digital Citizenship
Domain 7: Global Awareness	
7.1: Describe the global digital citizens awareness+A45:G51	<ul style="list-style-type: none"> • Digital Citizenship Around the World - Doc
7.2: Compare and contrast various laws around the world, including privacy, security, and social laws.	
7.3: Identify cultural differences that could affect online activity and responsibility.	
7.4: Identify individual responsibility for words and actions, and accepting consequences.	
7.5: Define digital literacy and the benefits and drawbacks.	<ul style="list-style-type: none"> • Benefits of Digital Literacy
7.6: Define global awareness and your responsibility in an online global community.	
Domain 8: Licensing Rules, Laws, Rights	<ul style="list-style-type: none"> • Internet Awareness - PPT: Question Slide - Then Answer Slide
8.1: Describe intellectual property (IP) and IP Rights and who protects these rights.	<ul style="list-style-type: none"> • Licensing Rules, Laws, Rights Matching Doc

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8.2: Compare and contrast rules for copyright and fair use.	<ul style="list-style-type: none"> Sort the Legal Files
8.3: Explain censorship and filtering.	
8.4: Describe blocking and how to develop rules for implementation at home, school and work.	
8.5: Explain plagiarism laws and detection	<ul style="list-style-type: none"> Video: 5 tips on avoiding plagiarism https://youtu.be/Bhw_5Uq86Gw
Domain 9: Email	<ul style="list-style-type: none"> Email Exercises - Doc
9.1: Define “email,” and describe its functions and etiquette.	<ul style="list-style-type: none"> Email and Cloud Storage PPT
9.2: Explain email addresses, messages and groups.	
9.3: Explain the purpose and proper use of email components.	
9.4: Attach a file to an email message, including documents, images and hyperlinks.	
9.5: Describe folders, spam, junk mail, archive, trash etc., and how to manage these email items.	
9.6: Create an address book	
Domain 10: Calendaring	<ul style="list-style-type: none"> Calendar Exercises - Doc
10.1: Compare and contrast various calendars and features.	
10.2: Create calendar events and appointments.	
10.3: Create a recurring event	
10.4: Create an invitation to an event, including purpose, audience, etc.	
10.5: Explain the purpose of calendars and functionality.	
Domain 11: Communications	<ul style="list-style-type: none"> Communications- PPT: Online Conference Options
11.1: Describe how effective communication methods change depending on the situation and apply these methods. Methods include email, text, Webinars VOIP, phone, chat and conferences.	<ul style="list-style-type: none"> Voicemail Greeting PPT Communication Scenarios- Doc
11.2: Identify various collaboration tools and effective implementation based on situation.	<ul style="list-style-type: none"> Online Conferencing PPT
11.3: Identify various shared storage sites (SharePoint, Google, Dropbox, etc.), and the advantages and disadvantages.	
11.4: Compare and contrast various Web and video conference applications and their purposes (i.e. VOIP, Skype, FaceTime, Google Hangouts, etc.)	<ul style="list-style-type: none"> Voicemail Greetings PPT
11.5: Describe streaming services for audio, video, downloading and how to implement.	
Domain 12: Social Media	<ul style="list-style-type: none"> Social Media PPT
	<ul style="list-style-type: none"> Video: 5 Social Media Rules https://vimeo.com/149029072
12.1: Describe what an online persona is, how it is created and branded.	

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12.2: Explain your personal responsibility to others on social media.	• Solving Social Media Challenges - PPT
12.3: Identify differences between and explain the purposes of internal sites (i.e. school or business) and open media sites (i.e. Facebook, Instagram, Pinterest, etc.)	
12.4: Describe and explain the purposes of, and create forums, blogs and wikis.	
12.5: Explain the effects, consequences and risks of cyber-bullying.	• Cyberbullying Research Flyer- Doc Research Project
12.6: Explain how a person uses social media can effect their future.	