

Beginner's Digital Competence Workbook

Introduction

Welcome to the Beginner's Digital Competence Workbook! This guide will help you build essential digital skills, including:

- Finding reliable information online
- Communicating safely
- Creating simple digital content
- Understanding online safety

Each section contains **lessons**, **real-life examples**, **activities**, and **quizzes** to test your understanding. Let's get started!

Lesson 1: Finding Reliable Information Online

Understanding Online Information

The internet is full of information, but not all of it is accurate. Learning how to find reliable sources is important for school and everyday life. One way to check if a source is trustworthy is the **TRAP test** (Truth, Relevance, Authority, Purpose):

- **Truth:** Is the information factually correct?
- **Relevance:** Does it answer your question?
- **Authority:** Who wrote it? Are they an expert?
- **Purpose:** Is the site trying to sell you something or persuade you?

Example:

Sarah is writing a report on animals. She finds two articles:

1. A blog post from 2003
2. A scientific website article from 2023

Which one is more reliable? The newer government website is likely more reliable because it is current and comes from an authoritative source.

Activity:

Try these five hands-on activities to evaluate information reliability:

- **Information Treasure Hunt:** Pick a topic and find three different online articles about it. Compare them using the TRAP test and discuss which is the most reliable.
- **News Fact or Fiction:** Parents print out or display different news headlines, and family members must decide which are real and which are misleading. Use the TRAP test to justify answers.
- **Expert vs. Amateur:** Find an article written by a professional in a field (like a doctor or scientist) and another written by an unknown person on a blog. Discuss which is more credible and why.
- **Source Ranking Challenge:** Gather five different sources (government, news, personal blog, social media post, educational website) and rank them from most to least reliable.
- **The 5-Minute Check:** Pick an article and, within five minutes, find another credible source that confirms or contradicts its claims. Discuss how quickly false or misleading information can be identified.

Quiz:

1. What does the 'A' in the TRAP test stand for?
 2. Why is checking the author's credentials important?
 3. What is one way to verify the accuracy of information?
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Lesson 2: Online Communication & Netiquette

Understanding Online Communication

Communicating online is different from talking in person. **Netiquette** (internet etiquette) helps people interact respectfully.

Some basic **netiquette rules**:

- Be polite and professional in emails and messages.
- Avoid using **ALL CAPS** (it looks like shouting).
- Think before you post—anything online can be permanent.
- Use emojis carefully to avoid miscommunication.

Example:

Jake wants to ask his teacher for help. Which email is better?

1. “Hey! I need help NOW. Fix my grade.”
2. “Hello Mr. Smith, I need help understanding today's lesson. Could we schedule a time to talk?”

The second email is more professional and respectful.

Activity:

Try these five hands-on activities to practice online communication:

- **Email Etiquette Challenge:** Each family member writes an email requesting help with a topic. Swap emails and review them together for professionalism, clarity, and politeness.
- **Polite Post-it Game:** Write different online scenarios on index cards (e.g., requesting help, apologizing, asking for feedback). Each person practices responding appropriately, focusing on polite and clear communication.
- **Chatroom Role-Play:** Set up a mock online chat where family members take on roles of students, teachers, or professionals and practice asking for information respectfully.
- **Fix the Message:** Provide examples of poorly written emails or online messages. Have family members correct them to be more professional and polite.
- **Digital Communication Relay:** One person starts a message, another improves it, and the final person ensures it is well-formatted and professional. Compare the final version to the original!

Quiz:

1. What does 'netiquette' mean?
 2. Why is using **ALL CAPS** in a message not a good idea?
 3. How can you show professionalism in an email?
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Lesson 3: Creating Simple Digital Content

Understanding Digital Content

Digital content includes text, images, videos, and graphics. When creating content, it's important to respect copyright laws and give credit to the original creator. Tools like **Canva** and **Google Slides** can help make simple presentations.

Example:

Lena wants to create a slideshow for class. She finds an image online. Should she:

1. **Copy it without permission?**
2. **Use a free-to-use image with proper credit?**

The second option is correct because it respects copyright laws.

Activity:

Try these five hands-on activities to create digital content as a family:

- **Poster Design Challenge:** Each family member creates a simple digital or hand-drawn poster on a topic of their choice. Share and vote on the most creative one.
- **Caption This!** Find or take a fun photo and have everyone come up with a catchy caption. Discuss how captions change the meaning of an image.
- **Infographic Race:** Use a free tool like Canva or draw on paper to create an infographic explaining a simple concept (e.g., how to make a sandwich). Compare different ways to present the same information.
- **Digital Storytelling:** Use a slideshow or comic strip format to tell a short, fun story. Add images and text to make it engaging.
- **Fair Use Scavenger Hunt:** Find and use only copyright-free images and graphics to design a flyer or announcement about a family event.

Online Activities

Quiz:

1. What are two types of digital content?
 2. Why is it important to respect copyright laws?
 3. What tool can you use to create a digital poster?
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Lesson 4: Online Safety & Problem-Solving

Understanding Digital Safety

The internet can be risky if you're not careful. Some basic online safety tips include:

- **Use strong passwords** with numbers, letters, and symbols.
- **Avoid clicking on unknown links** in emails or messages.
- **Think before sharing personal information** online.
- **Update your software regularly** to prevent security threats.

Example:

Alex receives an email saying he won a free phone but needs to enter his credit card details. **Should he click the link?** No! This is likely a scam. Always verify before entering personal details online.

Activity:

Create a checklist of five ways to stay safe online. Then, try these five interactive games with your family:

- **Spot the Scam:** Look at examples of emails, messages, or websites and decide if they are safe or dangerous. Discuss why each one is or isn't safe and what steps should be taken to verify them.
- **Password Strength Challenge:** Each person creates a password, and others try to guess how strong it is. Use an online password checker to compare strengths.
- **Phishing Quiz:** Look at a set of real and fake emails, texts, and pop-up ads. Guess which ones are scams and learn key signs of phishing attempts.
- **Digital Footprint Detective:** Search for yourself or a family member online and see what information is publicly available. Discuss ways to protect personal data.
- **Privacy Settings Race:** Each person gets five minutes to update their social media or device privacy settings to be more secure. Compare results and share what was changed.

Quiz:

1. What makes a strong password?
 2. How can you spot a phishing email?
 3. Why should you update your software regularly?
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Final Thoughts & Parent Discussion

At the end of this workbook, students should:

- ✓ Know how to find and evaluate reliable online information.
- ✓ Understand respectful online communication and netiquette.
- ✓ Be able to create simple digital content while respecting copyright laws.
- ✓ Recognize basic online safety and security practices.

Discussion Questions for Parents & Students:

1. How has your understanding of online safety changed?
2. What steps can we take as a family to improve our digital habits?
3. What new skills would you like to learn in the future?

Congratulations on completing the Beginner's Digital Competence Workbook! 🎉