25SCHOOLS

FREE LEARNING NOTES FOR ZAMBIA

FORM 1 · TERM 3

Information and Communication Technology

Digital Literacy

Lesson notes for learners · Competence-Based Curriculum

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A learner texts on a phone, searches Google for a homework answer and watches an educational video, all in one afternoon. These are digital skills. In this note you learn what digital literacy means, which digital devices people use and for what, how digital skills help in daily life and careers, and how to use technology in an ethical and safe way.

AFTER THESE NOTES YOU SHOULD BE ABLE TO

- Explain what digital literacy means
- Name types of digital devices and their uses in daily life
- Describe how digital skills are used in education, careers and daily activities
- Explain why online safety and responsible behaviour matter
- Practise the ethical use of technology

KEY WORDS

digital literacy	the ability to use digital devices effectively and responsibly
digital device	a device such as a smartphone, tablet, laptop or desktop computer
ethics	doing what is right when using technology, by being safe, respectful, honest and legal
cyberbullying	bullying that happens online; respectful online behaviour helps to prevent it
digital portfolio	a collection of your work made with digital tools such as Word, PowerPoint or Google Docs

1 What digital literacy is

In simple terms, digital literacy is the ability to use digital devices effectively and responsibly. It means using computers, smartphones, the Internet and different apps or software to find, create, communicate and manage information.

Everyday examples are texting on a phone, searching on Google and watching educational videos.

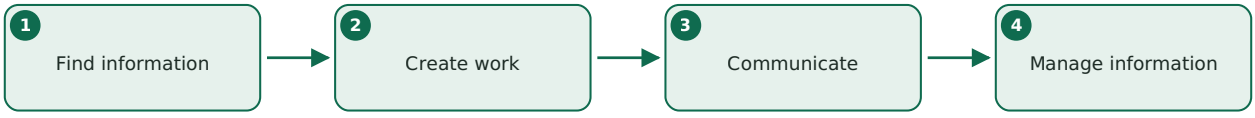


Figure 1. What digital literacy lets you do

2 Digital devices and their uses

Digital devices include smartphones, tablets, laptops and desktops. Each is used for different tasks.

On a computer you can type documents such as homework, reports and letters. On a tablet you can read eBooks and digital textbooks. On a smartphone you can make calls and send texts. Using these devices builds familiarity with them and shows their role in communication and productivity.

Device	Example uses
Computer	Typing homework, reports and letters
Tablet	Reading eBooks and digital textbooks
Smartphone	Making calls and texting

Figure 2. Three digital devices and what they are used for

3 Digital skills in daily life and careers

Digital skills are used in education, in careers and in daily activities. Teachers use Zoom to hold lessons, and shopkeepers use mobile money. Learners use digital platforms for learning and apps for entertainment.

People also communicate and collaborate digitally. Learners can create virtual spaces for communication with Google Meet or Zoom, and practise sending and replying to emails, such as writing to a teacher or sharing ideas with a friend. They can also build a digital portfolio with Word, PowerPoint or Google Docs to show what they have learned.

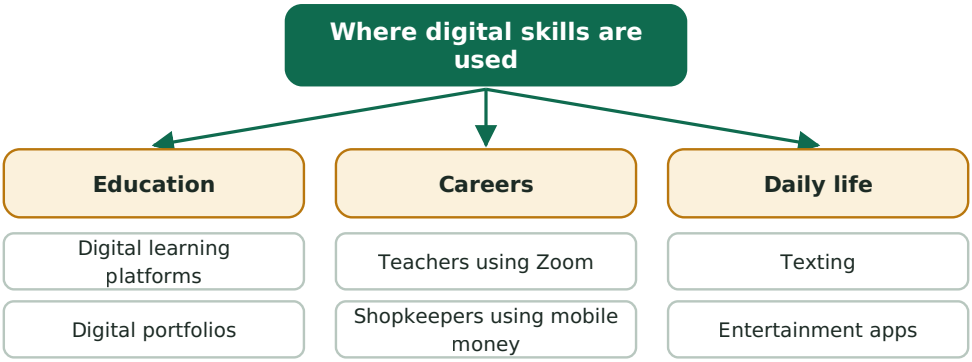


Figure 3. Where digital skills are used

4 Online safety and ethical use

Online safety and responsible behaviour matter. They protect personal information, help to prevent cyberbullying and reduce the risk of viruses and hacks. Protecting your passwords, identifying scams and avoiding inappropriate content are safe online practices.

Ethical use of technology means using it in ways that are safe, respectful, honest and legal. Respectful online behaviour is important, and cyberbullying and password safety are part of digital responsibility.

Ethical use	What it means
Safe	Protect passwords and personal information
Respectful	Treat others kindly online and avoid cyberbullying
Honest	Be truthful in what you do and share online
Legal	Follow the rules and laws about technology

Figure 4. Four parts of the ethical use of technology

TRY THIS

In pairs, design a poster on safe online practices. Show three rules, for example protecting passwords, identifying scams and avoiding inappropriate content, and draw one picture for each. Then practise writing a short email to your teacher and a reply, on paper if there is no computer, and present your poster to the class.

REMEMBER

- Digital literacy is the ability to use digital devices effectively and responsibly.
- Digital devices include smartphones, tablets, laptops and desktops.
- Digital skills are used in education, careers and daily activities.
- Learners can communicate and collaborate with email, Google Meet and Zoom.
- Online safety protects personal information, prevents cyberbullying and reduces the risk of viruses and hacks.
- Ethical use of technology means being safe, respectful, honest and legal.

? Check yourself

1. What does digital literacy mean.
2. Name four digital devices.
3. Say one use each for a computer, a tablet and a smartphone.
4. Give two ways in which digital skills are used in careers.
5. Name the four parts of the ethical use of technology.
6. A learner at a school near Feira wants to show her teacher what she learned this term. She has typed notes, a short slide show and a project. (a) Say what she can create to

collect this work. (b) Name two tools she can use to make it. (c) Say how she could send a message about it to her teacher.

7. A learner near Feira sees a classmate being laughed at in a group chat, and another message asks everyone to share their passwords to win a prize. (a) Name the harmful behaviour in the first message. (b) Say what the learner should do about the password request. (c) Name two risks that online safety

ANSWERS

1. It is the ability to use digital devices effectively and responsibly.
2. Any four of smartphone, tablet, laptop and desktop computer.
3. A computer is used to type documents such as homework, a tablet to read eBooks and digital textbooks, and a smartphone to make calls and send texts.
4. Teachers use Zoom for lessons, and shopkeepers use mobile money.
5. Safe, respectful, honest and legal.
6. (a) A digital portfolio. (b) Any two of Word, PowerPoint or Google Docs. (c) By email, or by a virtual space such as Google Meet.
7. (a) Cyberbullying. (b) Not share passwords, because protecting passwords and identifying scams are safe online practices. (c) Any two of loss of personal information, cyberbullying, viruses and hacks.

Written by 25Schools to follow the Form 1 Information and Communication Technology syllabus of the Zambian competence-based curriculum. Free for learners to read, download and share. More notes and quizzes at 25schools.com.