Digital Literacy

Lesson plan and teacher's notes · Form 1 Information and Communication Technology · 1 period of 40 minutes

School	(write school name)	**Teacher**	(write name)
Date	(date)	**Class**	Form 1
Subject	Information and Communication Technology	**Enrolment**	Boys ___ Girls ___ Total ___
Time	40 minutes	**Topic**	Digital Literacy

Learners explain what digital literacy means, name digital devices and their uses, describe how digital skills are used in education, careers and daily activities, and practise safe, respectful, honest and legal use of technology. Examples come from the phones, shops and schools that learners know near Feira.

Specific outcomes

By the end of the lesson, learners should be able to:

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

Prior knowledge

- Hardware and software from earlier lessons
- Using a phone for calls and texts
- Basic online safety rules from the Internet lesson

Teaching and learning materials

- chalk and board
- exercise books
- smartphones, tablets or laptops if available
- paper and markers for posters
- sample email text written on paper

References

Ministry of Education (CDC) Form 1 Information and Communication Technology syllabus and module; 25Schools learners' note: Digital Literacy.

Lesson development

Stage and time	Teacher activities	Learner activities
Introduction 5 min	Ask learners which digital devices they have used this week and what they did with them. Lead them to see that texting, searching and watching videos are digital skills. Write the title and key words.	Name devices and activities and copy the title and key words.
Development: digital literacy and devices 10 min	Define digital literacy as the ability to use digital devices effectively and responsibly. Explain that it covers finding, creating, communicating and managing information. Use the device table to show what a computer, a tablet and a smartphone are used for.	Copy the definition, the four actions and the device table.
Development: careers, communication and ethics 10 min	Show how digital skills are used in education, careers and daily life, using teachers on Zoom and shopkeepers on mobile money. Explain email, virtual spaces and the digital portfolio. Then explain online safety and the four parts of ethical use: safe, respectful, honest and legal.	Copy the diagram of where digital skills are used and the ethical use table.
Practice 10 min	Give the scenarios on devices, portfolios and online behaviour. Let pairs design a poster on safe online practices and practise a short email on paper. Move around and check.	Work the scenarios in pairs and make the posters.
Conclusion 5 min	Ask each pair to give one use of a digital device and one rule for ethical use. Set the homework.	Answer orally and copy the homework.

Teacher's content notes

Read these before the lesson. They are what you need to know, not what to copy onto the board.

Digital literacy and devices

Digital literacy is the ability to use digital devices effectively and responsibly. It means using computers, smartphones, the Internet and apps or software to find, create, communicate and manage information. Digital devices include smartphones, tablets, laptops and desktops. Computers are used to type documents such as homework, reports and letters, tablets to read eBooks and digital textbooks, and smartphones to make calls and send texts.

Digital skills in life and work

Digital skills are used in education, careers and daily activities, for example teachers using Zoom and shopkeepers using mobile money. Learners can create virtual spaces with Google Meet or Zoom, practise sending and replying to emails, and build a digital portfolio with Word, PowerPoint or Google Docs.

Online safety and ethics

Online safety and responsible behaviour protect personal information, prevent cyberbullying and reduce the risk of viruses and hacks. Learners protect passwords, identify scams and avoid inappropriate content. Ethical use of technology means being safe, respectful, honest and legal.

Questions to ask during the lesson

Question	Expected answer
A group near Feira is asked what a computer, a tablet and a smartphone are each used for. (a) Say what a computer is used for. (b) Say what a tablet is used for. (c) Say what a smartphone is used for.	(a) Typing documents such as homework, reports and letters. (b) Reading eBooks and digital textbooks. (c) Making calls and texting.
Learners at a school in Luangwa see a teacher on Zoom and a shopkeeper using mobile money. (a) Say what this shows about digital skills. (b) Name one place digital skills are used besides careers. (c) Say what digital literacy means.	(a) Digital skills are used in careers. (b) In education or in daily activities. (c) The ability to use digital devices effectively and responsibly.
A class near Feira reads a message that is rude and unkind to a learner. (a) Name this behaviour. (b) Say which part of ethical use it breaks. (c) Name one thing respectful online behaviour helps to prevent.	(a) Cyberbullying. (b) Respectful use. (c) Cyberbullying.

Worked examples for the board

Building a digital portfolio

A learner types a report in Word, makes slides in PowerPoint and writes notes in Google Docs. She collects them into a digital portfolio to show her learning. She can email it to her teacher.

Using technology ethically

A learner is asked for his password in a message that offers a prize. He knows protecting passwords and identifying scams are safe practices, so he does not share it and tells his teacher.

Board plan

Write the title and key words. Left: the definition and the four actions. Centre: the device table and where digital skills are used. Right: online safety and the four parts of ethical use.

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

Four parts of the ethical use of technology

Mistakes to expect

Learners often think	Put it right
Digital literacy only means knowing how to use a phone.	Digital literacy is the ability to use digital devices effectively and responsibly, including computers, tablets, the Internet and apps.
Online behaviour does not matter because nobody sees me.	Respectful online behaviour matters, and cyberbullying and password safety are part of digital responsibility.
Digital skills are only for office workers.	Digital skills are used by teachers on Zoom, by shopkeepers on mobile money and by learners in daily activities.

Differentiation

Learners who struggle

Give learners a two-column table headed device and use with a list of devices from the note, and let them copy one use beside each device before they work the scenarios.

Learners who finish early

Ask learners who finish early to write a short email to a teacher sharing one idea, with a greeting, a message and a closing line.

Hearing or visual impairment

For learners with visual impairment, read the four parts of ethical use aloud and let learners repeat them. For learners with hearing impairment, write each key word and rule on the board and use the tables.

No projector, no printing

If there are no devices, draw a computer, a tablet and a smartphone on the board and let learners write their uses. Practise email by writing and replying to a short message on paper, and run the poster activity with exercise books.

If time is short

Skip the poster and the email practice and work only the scenarios on devices and ethical use; set the rest as homework.

Evaluation

Question or task	A correct answer shows
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.	(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.
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 helps to reduce.	(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.

Homework

A shopkeeper near Feira uses a smartphone to take payments by mobile money and a teacher uses Zoom to hold a lesson. (a) Say which digital skill each person shows. (b) Name one digital device a learner can use to read an eBook. (c) Name one rule for ethical use of technology.

Extra practice with answers

Question	Answer
1. A learner at a school near Feira wants to read a digital textbook and then call her aunt. (a) Name a device for reading the textbook. (b) Name a device for the call. (c) Say what both devices are called.	(a) A tablet. (b) A smartphone. (c) Digital devices.
2. A teacher near Feira wants to hold a lesson with learners who live far away and asks them to practise writing to her. (a) Name a tool for the lesson. (b) Name what learners can practise sending and replying to. (c) Name one thing they should write about.	(a) Zoom or Google Meet. (b) Emails. (c) Writing to a teacher or sharing ideas with a friend.
3. A learner at a school in Luangwa posts a rude joke about a classmate and uses a copied photo without asking. (a) Name which parts of ethical use are broken. (b) Say what the joke may cause. (c) Say what a respectful learner should do.	(a) Respectful, honest and legal use. (b) Cyberbullying. (c) Treat others kindly online and follow the rules.
4. A learner near Feira clicks on a free game from a stranger and later her phone is slow and her account is hacked. (a) Name two risks of poor online safety. (b) Name one safe practice she should follow. (c) Say how she can protect her password.	(a) Viruses and hacks, or loss of personal information. (b) Identify scams, or avoid inappropriate content. (c) Keep it private and do not share it.

Answers to the learners' check-yourself questions

1. What does digital literacy mean.
   It is the ability to use digital devices effectively and responsibly.
2. Name four digital devices.
   Any four of smartphone, tablet, laptop and desktop computer.
3. Say one use each for a computer, a tablet and a smartphone.
   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. Give two ways in which digital skills are used in careers.
   Teachers use Zoom for lessons, and shopkeepers use mobile money.
5. Name the four parts of the ethical use of technology.
   Safe, respectful, honest and legal.
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.
   (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 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
   (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.

Teacher's reflection

What went well:

What I will change next time:

Learners who need follow-up: