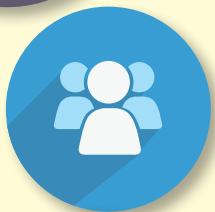# DIGITAL CITIZENSHIP SERIES
DIGITAL LITERACY

DIGITAL LITERACY is the ability to use digital tools to locate, evaluate, use and create information. Digital literacy is as basic as learning how to use a mouse to navigate to as difficult as learning how to evaluate information to see if it is true, accurate and useful. Digital Literacy also includes understanding how to operate the computer—starting, shuting down, manipulating the cursor, etc. It also includes understanding how to use programs for as word processing and spreadsheets.

Many people use computers for daily tasks, such as renewing a driver's license, making appointments and reservations, paying bills, shopping, researching a medical condition, checking school grades, seeking and applying for jobs, and much more.

Many libraries and colleges offer classes for the community to develop their digital literacy. School districts have started programs, such as Cyber Civics to teach students to use technology effectively and appropriately.

Schools stress the importance of digital literacy as teachers and media specialists teach students to evaluate a website's credibility and summarize and paraphrase information they read online. This practice encourages students to think critically as they seek information and share what they've learned in their own words.

You can also visit digitalliteracy.us for informational videos, articles, and lesson plans.

4 STEPS OF DIGITAL LITERACY

LOCATE: You need to know how to locate information. This includes using search engines and understanding how to narrow your search results.

EVALUATE: You need to evaluate the information. Is it accurate? Are the sources credible?

USE: The third step is to use the information. Can you determine which information is important and which information is unnecessary?

CREATE: The final step is to create. This includes using word processing systems or programs to create slide shows and presentations.

DIGITAL LITERACY AT SCHOOL

> 79% of students are required to submit or access lessons online. Programs such as Moodle, Schoology and Blackboard are used as classroom learning systems.
> 29% of K-12 teachers and 80% of college instructors say that they incorporate social media in their classwork.
> According to studies cited in "Scholastic's Guide to Implementing 1:1," students in a 1:1 environment consistently outperformed non-laptop students in all subject areas on standardized state assessment tests.
> Teachers report students are "more engaged learners" as a result of 1:1 implementation, and are thinking critically as they participate in problem-based or project-based learning activities.
> Students graduating from 1:1 high schools outperformed non-laptop students in terms of 21st-century skills needed to be successful in the workplace and post-secondary educational opportunities.

Talk About It

How do you use technology in the classroom? What training have you had to use technology? How do you use technology at home? What rules and guidelines do you have about computer use at home? Can you think of 10 ways that you use technology each day?

In the News

Newspapers are a great source of information. Today, people have the choice to read the newspaper in print or online. Reporters apply digital literacy each day. Choose an article in your newspaper and identify how the reporter applied the four steps of digital literacy: locate, evaluate, use and create.

Try It

Create your own news story. Brainstorm a list of possible topics in your school and community. Where can you locate information? How can you be sure that it is accurate? How will you use the information? What will you create with it?

Academic Standards: Reading nonfiction text for main idea and supporting details. Evaluating and applying information.