



The *ICT Digital Citizenship and Ethics* exam objectives focus on the following areas of learning:

Internet Awareness

- 1.1: Define “Internet,” and explain how it uses protocols and data packets to enable computers to communicate.
- 1.2: Describe how to manage Internet usage to balance life responsibilities at home, school and work.
- 1.3: Explain the differences in network types, including Intranet, Internet, LAN, WAN, MAN, and VPN.
- 1.4: Describe Internet addressing, including domain names (.com, .org, .edu, .gov, .net, .mil), IP addresses and DNS.
- 1.5: Use various search techniques including Boolean concepts.
- 1.6: Incorporate results from Internet searches into a research project (e.g., report, summary).
- 1.7: Explain data size (bits, bytes, etc.) and how data size can affect Internet usage.
- 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.
- 1.11: Describe and apply creativity, innovation and imagination to become a Producer of the Internet.

Websites

- 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.
- 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.

Browsers

- 3.1: Explain HTML (Hypertext Markup Language) and Cascading Style Sheet (CSS) technology.
- 3.2: Describe various Web browsers and Web servers
- 3.3: Show how to navigate Websites and use bookmarks.
- 3.4: Describe benefits of using add-ons, plug-ins and in browser apps.
- 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.

Fair Use and Creative Commons

- 4.1: Describe creative commons Websites and how to identify these resources.
- 4.2: Identify and apply copyright and fair use guidelines, and explain plagiarism as an ethical and legal violation.
- 4.3: Explain copyright protection and legal consequences.

Online Safety/Cyber Security

- 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.
- 5.4: Practice cyber-safety techniques to protect your personal information when using Internet searches, email, chat rooms and social network Websites.
- 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.

Digital Citizenship Responsibilities

- 6.1: Describe personal and social responsibility in a digital world.
- 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.
- 6.5: Define digital footprint and how to manage.
- 6.6: Describe cyberbullying.
- 6.7: Describe how interpersonal skills are vital to your digital citizenship.

Global Awareness

- 7.1: Describe the global digital citizens awareness
- 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.
- 7.6: Define global awareness and your responsibility in an online global community.

Licensing Rules, Laws, Rights

- 8.1: Describe intellectual property (IP) and IP Rights and who protects these rights.
- 8.2: Compare and contrast rules for copyright and fair use.
- 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.

Email

- 9.1: Define “email,” and describe its functions and etiquette.
- 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

Calendaring

- 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.

Communications

- 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.
- 11.2: Identify various collaboration tools and effective implementation based on situation.
- 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.)
- 11.5: Describe streaming services for audio, video, downloading and how to implement.

Social Media

- 12.1: Describe what an online persona is, how it is created and branded.
- 12.2: Explain your personal responsibility to others on social media.
- 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.
- 12.6: Explain how a person uses social media can effect their future.