



DIGITAL LITERACY



**Digital Literacy
Content Standards**

Digital Literacy Content Area Overview

Texas Adult Education and Literacy Content Standards v. 4 are organized around six broad Content Areas. The Digital Literacy Content Standards are Content Area VI. Within each Content Area, there are Subareas that delineate the different topics within the Content Area. Subareas typically consist of several Content Standards and Benchmarks. This structure assists in breaking a broad Content Area into manageable groupings of information.

Content Area VI - Digital Literacy

Subareas:

VI.1 – Gateway Skills

Individuals have the foundational skills required to use multiple devices and participate effectively online for personal/family enrichment and employment success.

VI.2 – Device Ownership and Use

Individuals make informed decisions about device usage, maintenance, and security.

VI.3 – Life Online

Individuals will navigate and participate in online environments safely and effectively.

VI.4 – Creating and Managing Digital Documents

Individuals demonstrate skills to create, format, access, and manage digital content.

VI.5 – Use Devices to Communicate Effectively.

Individuals demonstrate the ability to communicate effectively using various online platforms.

VI.6 – Career and Life Development

Individuals will use their digital skills for individual/family learning and workplace advancement.

Digital Literacy (content area): Individuals will have the skills to effectively use digital technologies, such as computers, mobile devices, internet, and social media to communicate, learn, work, and excel in a global economy.

BROAD AREAS OF RESPONSIBILITY: Subareas

Subarea 1: Gateway Skills

Individuals have the foundational skills required to use multiple devices and participate effectively online for personal/family enrichment and employment success:

Subarea 2: Device Ownership and Use

Individuals make informed decisions about device usage, maintenance, and security:

Subarea 3: Life Online

Individuals will navigate and participate in online environments safely and effectively:

KEY ACTIVITIES

Subarea Standards

- A. Understand Devices.** Recognize basic device and hardware components including the features of different operating systems.
- B. Use Computer Components.** Use computer components effectively, such as a mouse, trackpad, keyboard, and desktop icons.
- C. Use the Internet.** Understand basic internet functions and conduct an internet search to achieve personal/family or employment goals.
- D. Create and Manage Passwords.** Understand how to generate, maintain, and secure unique passwords to protect sensitive information from unauthorized access.

Subarea Standards

- A. Understand and Use Mobile Devices.** Understand the difference between various mobile devices and how to maintain them.
- B. Get Help for Devices.** Identify device maintenance requirements, protocols, and troubleshooting resources.
- C. Keep Devices Safe.** Understand how to protect devices from online threats that can compromise functionality and security.

Subarea Standards

- A. Understand Basic Online Safety.** Safely navigate online environments, identifying potential threats and using appropriate security measures to protect personal information.
- B. Manage Online Reputation.** Use technology, the Internet, and digital devices responsibly to develop and protect personal and professional online identity.
- C. Use Websites or Applications for Everyday Purposes.** Utilize an array of online tools and resources to fulfill personal/family needs and responsibilities.

Digital Literacy (content area) Continued: Individuals will have the skills to effectively use digital technologies, such as computers, mobile devices, internet, and social media to communicate, learn, work, and excel in a global economy.

BROAD AREAS OF RESPONSIBILITY: Subareas

Subarea 4: Creating and Managing Digital Documents

Individuals demonstrate skills to create, format, access, and manage digital content:

Subarea Standards

- A. Understand File Management and Proper Use.** Save, organize, store, retrieve, and share digital content.
- B. Create Documents Using Common Software Applications (Microsoft Word, Google Docs).** Create new or open existing documents and understand features, functions, and formatting.
- C. Create Presentations Using Common Software Applications (PowerPoint, Google Slides).** Create new or open existing presentations and understand functions and formatting.
- D. Create Spreadsheets Using Common Software Applications (Excel, Google Sheets).** Create new or open existing spreadsheets and understand functions, formatting, and basic formulas.

Subarea 5: Use Devices to Communicate Effectively

Individuals demonstrate the ability to communicate effectively using various online platforms:

Subarea Standards

- D. Use Communication Etiquette.** Demonstrate communication skills and protocols appropriate for various online environments.
- E. Communicate Online.** Identify and use various tools and apps for online conferencing and messaging.
- F. Use Email to Communicate.** Demonstrate proficiency in using email as a communication tool to securely send and receive text, documents, and images.

Subarea 6: Career and Life Development

Individuals will use their digital skills for personal/family learning and workplace advancement:

Subarea Standards

- A. Use Digital Resources for Learning.** Utilize digital resources to enhance and expand learning opportunities.
- B. Find a Job Online.** Use digital tools to explore job interests, apply for jobs, and research required skills for new career opportunities.
- C. Use Online Platforms for Collaboration.** Utilize digital tools to collaborate with others for learning purposes or workplace activities.
- D. Information Literacy.** Evaluate information across digital environments.

BROAD AREA OF RESPONSIBILITY

Subarea 1: Gateway Skills

Individuals have the foundational skills required to use multiple devices and participate effectively online for personal/family enrichment and employment success.

Subarea Standards

Benchmarks (How? How well? With what outcomes?)

A. Understand Devices

1. Identify screen, volume buttons, power button, and charging port on a cell phone.
2. Identify the screen, keyboard, trackpad, speakers, and port plugs on a laptop computer.
3. Identify monitor, CPU, keyboard, mouse, speakers, and port plugs on a desktop computer.
4. Recognize the different features of Android and iOS, Windows, and Mac operating systems.

B. Use Computer Components

1. Demonstrate the ability to identify buttons on the mouse or trackpad and understand what each button does.
2. Identify keys on the keyboard and understand their functions.
3. Use basic keyboard shortcuts on a Mac or Windows, such as those used for copying and pasting.
4. Recognize basic desktop icons such as the file explorer, web browser, and recycle bin.
5. Access and control audio output features (volume, mute, speakers, and headphones).

C. Use the Internet

1. Demonstrate the ability to connect to the internet on a variety of devices.
2. Locate and open a browser on a computer or mobile device.
3. Identify the web address bar and locate search engine websites, such as Google or Yahoo.
4. Perform an internet search using specific terms or filters for personal/family or workplace tasks.

D. Create and Manage Passwords

1. Practice generating secure and unique passwords using a mix of uppercase and lowercase letters, numbers, and symbols.
2. Recognize and fix weak/unsecure passwords that use common words, phrases, patterns, and personal information such as names, birthdates, addresses, and number strings.
3. Identify solutions for managing passwords such as using cloud-based password managers or personal notebooks.
4. Understand how to reset or recover a password using password recovery tools like a backup email, phone verification, or security question.

BROAD AREA OF RESPONSIBILITY

Subarea 2: Device Ownership and Use

Individuals make informed decisions about device usage, maintenance, and security.

Subarea Standards	Benchmarks (How? How well? With what outcomes?)
A. Understand and Use Mobile Devices	<ol style="list-style-type: none"> 1. Identify basic device functions, such as the power button, volume controls, device settings, passcode, and camera. 2. Demonstrate the ability to navigate the internet using a mobile device. 3. Understand device storage and capacity functions, such as local and cloud-based storage. 4. Identify and manage pre-installed apps and programs downloaded from an app store on a mobile device, including removing or disabling non-essential programs to optimize device performance.
B. Get Help for Devices	<ol style="list-style-type: none"> 1. Recognize when a software and/or other device update is warranted to keep the device in proper working condition. 2. Recognize basic device troubleshooting options, such as the task manager, device restart, and app restart functions. 3. Identify when and how to update device operating systems. 4. Understand device maintenance and technology support protocols for borrowed or public devices. 5. Recognize reputable technology support services, such as the Apple Store or local retailers, and when to use them.
C. Keep Devices Safe	<ol style="list-style-type: none"> 1. Recognize why privacy and security settings are critical to use on personal devices. 2. Understand what antivirus software is and how it works to protect your device and personal information over time. 3. Identify internal and external device storage systems and learn effective maintenance practices, such as scanning backup drives for viruses, to ensure their proper functioning and security. 4. Understand the importance of connecting to secure, private networks to protect personal information and keep devices safe. 5. Recognize suspicious links and downloads, including those in phishing emails, that compromise device safety or provide unauthorized access to confidential personal information.

BROAD AREA OF RESPONSIBILITY

Subarea 3: Life Online

Individuals will navigate and participate in online environments safely and effectively.

Subarea Standards	Benchmarks (How? How well? With what outcomes?)
A. Understanding Basic Online Safety	<ol style="list-style-type: none"> 1. Understand types of privacy policies, including what information is being gathered and/or shared about identity. 2. Understand and manage access rights requested by any third party websites or apps, for example when a social media app requests access to a user's contacts or a website requests access to location data. 3. Verify secure website status by identifying common indicators, such as a web address with https (the 's' indicating it is secure) or the lock symbol next to a website address. 4. Recognize attempts to access personal information for unauthorized and illegal use, including suspicious emails or texts requesting account passwords or account numbers, or suspicious links embedded in advertisements or websites. 5. Implement one-time passcodes or two-factor authentication for online accounts to enhance security and prevent unauthorized access.
B. Manage Online Reputation	<ol style="list-style-type: none"> 1. Maintain privacy on shared devices, such as using strong passwords, locking devices, and logging out of browsers. 2. Recognize and avoid social media hacking attempts, such as clicking on links in direct messages or accepting suspicious friend requests, to safeguard personal social media accounts. 3. Evaluate the potential impact of posting, commenting, sharing, and resharing information online. 4. Identify methods for protecting online personal data such as monitoring information and images shared on social media apps, websites, and learning management systems.
C. Use Websites or Applications for Everyday Purposes	<ol style="list-style-type: none"> 1. Understand and use online forms and questionnaires for the purpose of opening financial accounts such as a checking or saving account, credit card, or loan. 2. Explore and select websites to complete family tasks and activities such as banking, shopping, education, and leisure. 3. Understand the functions of digital payments and mobile wallets for online and in-app purchases. 4. Access and utilize websites and apps through various means, including web links, QR codes, and shortened URLs. 5. Use apps and websites for transportation tasks, including purchasing or renewing toll tags, bus passes, or requesting a lift from a ride sharing company.

BROAD AREA OF RESPONSIBILITY

Subarea 4: Creating and Managing Digital Documents

Individuals demonstrate skills to create, format, access, and manage digital content.

Subarea Standards	Benchmarks (How? How well? With what outcomes?)
A. Understand File Management and Proper Use	<ol style="list-style-type: none"> 1. Understand acceptable, responsible, and lawful use of digital content. 2. Determine what type of format (word processing document, spreadsheet, slides, etc.) is best to use based on digital content’s purpose and use. 3. Name and save a file on various devices. 4. Create, locate, and organize folders. 5. Understand the difference between cloud and internal storage for documents. 6. Demonstrate how to save and share files on a cloud-based storage platform and an internal device storage. 7. Determine permission settings (viewer, commenter, editor) for sharing a cloud-based document and be able to share the link to the document.
B. Create Documents Using Common Software Applications, Such as Microsoft Word or Google Docs	<ol style="list-style-type: none"> 1. Open and save a new document with a specific naming convention. 2. Open an existing document or template. 3. Identify features and functions of the toolbar, such as alignment, spacing, spell checking, headers/ footers, etc. 4. Choose appropriate text formatting, including font, font size, and color. 5. Apply bullets and automatic numbering.
C. Create Presentations Using Common Software Applications, Such as PowerPoint or Google Slides	<ol style="list-style-type: none"> 1. Open and save a new slide presentation with a specific naming convention. 2. Open an existing presentation or template. 3. Identify features and functions of the screen, such as slide navigation pane, notes, ribbon, etc. 4. Demonstrate ability to insert new slides and duplicate existing slides. 5. Apply or change a slide theme.
D. Create Spreadsheets Using Common Software Applications, Such as Excel or Google Sheets	<ol style="list-style-type: none"> 1. Open and save a new spreadsheet or sheet using a specific naming convention. 2. Open an existing spreadsheet or template. 3. Identify features and functions of the interface such as cells, formula bar, toolbar, etc. 4. Locate a specific cell, row, or column. 5. Enter data in a cell, row, or column. 6. Insert commonly used formulas, such as sum or average, in a cell.

BROAD AREA OF RESPONSIBILITY

Subarea 5: Use Devices to Communicate Effectively

Individuals demonstrate the ability to communicate effectively using various online platforms.

Subarea Standards	Benchmarks (How? How well? With what outcomes?)
A. Use Communication Etiquette	<ol style="list-style-type: none"> 1. Understand the difference between personal communication and professional communication. 2. Choose appropriate usernames when creating accounts. 3. Use proper conventions to write a professional email, utilizing appropriate tone, including all components of a professional email (opening, closing), and adhering to proper grammar. 4. Apply accepted norms for response time when sending and replying to messages in various online communication formats, taking into consideration the expectations and urgency of the communication. 5. Demonstrate courteous behaviors for turn taking, chatting, reacting, muting, camera use, and screen sharing during virtual meetings.
B. Communicate Online	<ol style="list-style-type: none"> 1. Compare and contrast different video and webinar conferencing applications such as Microsoft Teams, Zoom, and WebEx. 2. Select and use online communication platform(s), such as Remind, WhatsApp, and Facebook Messenger, based on purpose and audience. 3. Use web-conferencing tools and features, such as muting, screen sharing, and applying virtual backgrounds. 4. Troubleshoot common issues, such as connectivity problems or microphone/speaker issues, when using digital communication tools.
C. Use Email to Communicate	<ol style="list-style-type: none"> 1. Set up a new email account, including choosing a desired email address and password. 2. Identify features and functions of email menus, such as compose/new mail, subject, format, and spell check, etc. 3. Send, receive, and reply to emails with attention to features such as reply vs. reply all, forward, bcc, and cc. 4. Attach email documents and open received attachments. 5. Recognize common malicious email threats such as phishing, junk, ransomware, chain mail, viruses, etc.

BROAD AREA OF RESPONSIBILITY

Subarea 6: Career and Life Development

Individuals will use their digital skills for personal/family learning and workplace advancement.

Subarea Standards	Benchmarks (How? How well? With what outcomes?)
A. Use Digital Resources for Learning	<ol style="list-style-type: none"> 1. Understand basic features of a learning management system (LMS). 2. Leverage available digital resources, including TX AEL approved distance learning curricula, to achieve personal learning goals. 3. Search for, evaluate, and use online learning websites, such as LinkedIn Learning, Coursera, or discipline-specific resources, to access relevant educational content aligned with personal learning goals. 4. Utilize digital tools and resources, such as educational apps, interactive tutorials, or online simulations, to actively explore and practice new concepts and skills relevant to personal learning and career development.
B. Find a Job Online	<ol style="list-style-type: none"> 1. Create an online professional profile and upload a resume on online platforms. 2. Search for jobs online, using websites such as Indeed, WorkInTexas, and CareerBuilder. 3. Research and analyze potential new career opportunities, using platforms such as O*NET. 4. Apply for jobs using online platforms, including completing and submitting an online application.
C. Use Online Platforms for Collaboration	<ol style="list-style-type: none"> 1. Collaborate in real-time with others on a shared document, using tools such as Google Docs or Microsoft Word. 2. Share documents securely and with appropriate access levels, such as view-only or edit rights. 3. Use comment and suggestion features to provide constructive feedback on others' work and receive feedback on your own work. 4. Respect others' contributions to the document, avoiding deleting or overwriting others' work without proper communication or agreement. 5. Utilize version history and revision tracking features to keep track of changes and maintain a clear record of document evolution.
D. Information Literacy	<ol style="list-style-type: none"> 1. Identify the purpose for accessing information and type of information needed to complete a task. 2. Evaluate the source of information and the quality of both the source and the information itself, identifying possible bias. 3. Monitor the extent to which information solves a problem and know when additional information is needed. 4. Evaluate the result of using the information. 5. Know how and when to cite information found online. 6. Access and evaluate information on platforms that utilize artificial intelligence.