



DIGITAL LITERACY · GRADES 6–8

Meet Your Devices

Know Your Tools Before You Use Them

Learn the main types of devices, their hardware parts, how you control them, and how to log in safely.

Chapter 1

Getting Confident with Technology

5 sections

10 slides

What You'll Learn

The big ideas in this chapter

IN THIS CHAPTER

Learn the main types of devices, their hardware parts, how you control them, and how to log in safely.

Know Your Tools Before You Use Them

1 1.1 The Family of Devices

2 1.2 The Parts of a Device

3 1.3 Turning On and Logging In

4 1.4 Tablets and iPads: The Touch World

5 1.5 Making a Device Fit You

The Family of Devices



A device is any electronic tool you use to compute or connect. The biggest difference is how you control it.



Smartphone

A pocket touchscreen computer that also makes calls. Best for messaging, quick lookups, and photos.



Tablet / iPad

A bigger touchscreen device. Best for reading, drawing, watching, and schoolwork.



Laptop

A portable computer with a keyboard that folds shut. Best for writing and research.



Desktop

A computer that stays on a desk. Best for powerful work and gaming.



Touch, touchpad, or mouse

Phones and tablets use your fingers; laptops and desktops use a pointer plus a keyboard. Learn to move between all of them.

The Parts of a Device



Hardware means the parts you can touch.



Monitor / screen

Shows everything you see.



Mouse / touchpad

Moves the pointer.



Camera and microphone

For photos and video calls.



Keyboard

The keys you type on.



Ports

Slots to plug things in — charging, USB, headphones. Many new devices use USB-C.



Storage

On the device, or cloud storage like Google Drive or iCloud — reachable anywhere and backed up automatically.

Turning On and Logging In



Shut down through the menu — not by pulling the plug — so the device can save and close safely.



Restart is a fix-it trick

Knowing how to restart is one of the most useful troubleshooting skills you'll learn.



Strong means long and unique

You'll go deeper on this in Chapter 5.



Watch for scams

“Your account is locked, click here right now” is a classic scam. Real companies don't create panic.



Login methods

A password, a PIN, or biometrics — a fingerprint or face scan.



The eye icon

Lets you check a password as you type — handy, but not on a screen others can see.

Tablets and iPads: The Touch World



Touch devices work differently from a laptop, and they're everywhere in schools.



Everything is an app

You tap apps on a home screen — no desktop or taskbar.



They do real work

With a keyboard and stylus, an iPad writes papers, edits video, and takes notes.



Be comfortable on both

Knowing touch devices and regular computers is a real advantage.



Gestures replace buttons

Swipe up for home, swipe to switch apps, pinch to zoom.



Apps come from an official store

The App Store helps keep out harmful software.

Making a Device Fit You



Accessibility settings change how a device works to fit you — and every device has them.



Bigger text

Increase text size for easier reading.



Captions

Adds captions to videos.



They help everyone

Bigger text in bright sun, captions in a noisy room — not just for disability.



Screen reader

Reads what's on screen aloud.



Brightness and contrast

Adjust the display to be easier on your eyes.

Words to Know

Say them, use them, own them

device

A piece of electronic equipment you use to compute, communicate, or go online — like a smartphone, tablet, laptop, or desktop computer.

hardware

The physical parts of a device you can see and touch, like the screen, keyboard, and ports.

cloud storage

Files kept on the internet — like iCloud, Google Drive, or OneDrive — so you can reach them from any device and they're backed up.

accessibility

Settings that customize a device — larger text, read-aloud, captions, or high contrast — to fit different needs and make it usable for everyone.

touchscreen

A screen you control by touching it with your fingers — tapping, swiping, and pinching.

storage

Where a device keeps your files — on the device itself, or online in the cloud.

login

Proving who you are to a device, using a password, a PIN, or biometrics like a fingerprint or face scan.

The Device Detective

Your turn — work through each part

1**Label It**

Pick a device and make a labeled diagram of at least five hardware parts and what each does. Note how you control it.

2**Power and Login**

Write the steps to properly turn on, log in to, and shut down or restart the device. Note which login method it uses.

3**Personalize It**

Change one accessibility or display setting and describe what it did and who it would help.

4**Compare**

In a short paragraph, name one task a touch device is better for and one a laptop is better for, and explain why.

You've Got This

Tick every box you can do on your own

- ☐ I can name the main types of devices and what each is best for
- ☐ I can identify common hardware parts, including ports, camera, and microphone
- ☐ I can properly turn on, log in to, restart, and shut down a device
- ☐ I can recognize a suspicious “your account is locked” scam message
- ☐ I can find and use accessibility settings
- ☐ I can explain touchscreen, touchpad, and mouse control
- ☐ I can explain the difference between device storage and cloud storage
- ☐ I can describe login methods: passwords, PINs, and biometrics
- ☐ I can explain how touch devices like the iPad use apps and gestures



DIGITAL LITERACY · GRADES 6–8

Finding Your Way Around a Device

The Operating System, Your Files, and Not Losing Your Work

Navigate an operating system, manage files and folders, save your work so you can find it, and use cloud storage and settings.

Chapter 2

Getting Confident with Technology

5 sections

10 slides

What You'll Learn

The big ideas in this chapter

IN THIS CHAPTER

Navigate an operating system, manage files and folders, save your work so you can find it, and use cloud storage and settings.

The Operating System, Your Files, and Not Losing Your Work

1 2.1 The Operating System

2 2.2 Windows and Their Buttons

3 2.3 Files, Folders, and Saving

4 2.4 Your Files in the Cloud

5 2.5 Settings and Staying Healthy

The Operating System



Every device runs an operating system (OS) — the master software that runs everything.



Windows

Common on laptops. Has a taskbar and Start Menu.



macOS

Apple computers. Has a Dock and Menu Bar.



iPadOS / Android

Touch systems with a home screen of apps.



ChromeOS

Chromebooks, common in schools.



Same ideas everywhere

They all launch apps, search, manage files, and open Settings. Learn the ideas once and you can use any of them.

Windows and Their Buttons



On a computer, each program opens in a window, controlled by three corner buttons.



Minimize

Hides the window without closing it.



Maximize

Fills the screen with the window.



Close

Shuts the window down.



Why it matters

Switching between several windows — your essay, a research page, your email — makes everything faster.

Files, Folders, and Saving



A file is any single saved thing; a folder holds files to keep them organized.



Extensions tell you the type

.docx (Word), .pdf (PDF), .jpg or .png (image), .mp4 (video).



The golden rule: save on purpose

“Untitled3” in Downloads is a file you’ll lose. “Science-Lab-Report” in a “Science” folder you’ll find in seconds.



File Explorer and Finder

Windows uses File Explorer; Mac uses Finder.



Recycle Bin and Trash

Both can recover files you deleted by mistake.

Your Files in the Cloud



Google Drive, iCloud, and OneDrive put your files online so they follow you everywhere.



Syncing

A change you make shows up everywhere.



Backup

A broken device doesn't lose your work.



Sharing

Others can see your files — be careful who.



Why it matters

“My laptop broke and I lost everything” is much rarer now — if your work is saved there.

Settings and Staying Healthy



Settings is your control room for Wi-Fi, sound, display, notifications, and apps.



Update your software

Updates fix bugs and close security holes. An out-of-date device is easier to attack.



Manage storage

Uninstall apps you don't use and move old photos to the cloud when a device gets full.



Problems become quick fixes

“No sound,” “screen too dim,” “out of space” all live in Settings.

Words to Know

Say them, use them, own them

operating system (OS)

The main software that runs a device — managing the screen, apps, files, and settings.
Examples: Windows, macOS, iPadOS, Android, ChromeOS.

window

A frame on screen holding an open program; you can have several open and switch between them.

file

A single saved item — a document, photo, song, or video. Its type is shown by the extension, like .docx or .jpg.

folder

A container that holds files, used to keep your work organized — like a labeled drawer.

Organize Your Digital Backpack

Your turn — work through each part

- 1 Build Folders**
Create a main folder with a subfolder for each class. Draw or screenshot it and explain why this saves time.
- 2 Save, Name, Find**
Create a document, save it in the right folder with a clear name, close it, and find it two ways — by browsing and by searching. Which was faster?
- 3 Cloud Check**
Name the cloud service you can use, and give one benefit of keeping work there and one thing to be careful about.
- 4 Health Check**
In Settings, find whether your device needs an update and how much storage is free. Note one action to keep it healthy.

You've Got This

Tick every box you can do on your own

- ☐ I can identify which operating system a device runs
- ☐ I can start programs, search, and switch between windows
- ☐ I can minimize, maximize, and close windows
- ☐ I can explain the difference between a file and a folder
- ☐ I can read a file extension and tell the file type
- ☐ I can save a file by name and location and find it again
- ☐ I can recover a deleted file from the Recycle Bin or Trash
- ☐ I can explain how the cloud syncs, backs up, and shares files
- ☐ I can use Settings and explain why software updates matter



DIGITAL LITERACY · GRADES 6–8

Exploring the Internet

Finding What You Need — and Knowing If You Can Trust It

Use browsers and search well, read a web address, tell real information from fake, and protect your privacy online.

Chapter 3

Getting Confident with Technology

5 sections

10 slides

What You'll Learn

The big ideas in this chapter

IN THIS CHAPTER

Use browsers and search well, read a web address, tell real information from fake, and protect your privacy online.

Finding What You Need — and Knowing If You Can Trust It

1 3.1 Getting Connected and Getting Around

2 3.2 Reading a Web Address

3 3.3 Searching Like a Pro

4 3.4 Is This True? Evaluating Information

5 3.5 Protecting Your Privacy

Getting Connected and Getting Around



A browser is the app you use to visit websites — and how you connect matters.



Wi-Fi

Free and nearby, at home or school. Look for the Wi-Fi symbol to check you're connected.



Cellular data

Works over the phone network, but is usually limited. Streaming on cellular can burn your data plan.



Address bar

Where the URL goes — and it doubles as a search box.



Tabs

Keep several pages open at once.



Back, refresh, bookmarks, downloads

The tools every browser shares.

Reading a Web Address



A URL tells you a lot. In `https://www.example.org`, every part means something.



https://

The “s” means secure. Any site asking for a password should have it.



Top-level domain

The ending: .com (business), .org (organizations), .edu (schools), .gov (government).



Fake look-alikes

Scammers register addresses like `paypa1.com` — a “1” instead of an “l.”



Read it carefully

Check the address before typing a password or clicking a link.

Searching Like a Pro



Anyone can type in a search box; doing it well is a skill.



Use specific words

“Why is my laptop battery draining fast” beats “computer slow.”



Put phrases in quotes

Searching “digital literacy” finds that exact wording.



Use filters

Narrow to images, videos, news, or recent dates.



Scan before clicking

Top results are often ads, and the first result isn't always the best.

Is This True? Evaluating Information



The most important internet skill is judging what's trustworthy. Ask four questions.



Who is the source?

A known news site, school, or government page beats an anonymous post.



Is there bias?

Is it trying to inform you, sell you something, or make you angry?



Does other coverage agree?

Real news shows up in many places, not just one strange site.



How current is it?

Old pages can be wrong now.



The AI wrinkle

AI answers are handy but sometimes confidently wrong, and can invent facts and fake sources. Treat one as a starting point to check.

Protecting Your Privacy



You have real controls over what gets tracked, especially on devices you share.



Private / incognito windows

Don't save history on the device — useful on a shared computer, but not fully invisible.



Clear history, don't save passwords

Essential on any shared computer.



Cookies

Small files sites use to remember and track you. You can clear them.



CAPTCHAs

“Select the traffic lights” just checks you're a human — normal and safe.

Words to Know

Say them, use them, own them

browser

An app used to visit websites — like Chrome, Safari, Edge, or Firefox.

cellular data

Internet over the cell network (4G/5G) — works almost anywhere but is usually limited by a monthly plan.

top-level domain

The ending of a web address (.com, .org, .edu, .gov) that hints at who runs the site.

Wi-Fi

A wireless internet connection from a nearby router — usually free, at home or school.

URL

The address of a web page, typed in the address bar — like <https://www.example.org>.

The Source Investigator

Your turn — work through each part

- 1 Decode URLs**
Find three websites. For each, write the URL, identify the top-level domain and whether it's secure. What does the domain tell you about who runs it?
- 2 Search Showdown**
Search a real question with vague words, then with specific words in quotes. Which was better, and why?
- 3 Fact-Check**
Find a surprising claim online. Who's the source? Any bias? Do others agree? How current? Would you trust it?
- 4 Privacy**
Explain when you'd use a private window, and describe one privacy setting you'd change on a shared computer.

You've Got This

Tick every box you can do on your own

- | | |
|---|--|
| ☐ I can name common browsers and explain Wi-Fi vs. cellular data | ☐ I can use the address bar, tabs, back, refresh, and bookmarks |
| ☐ I can read a URL, including https and the top-level domain | ☐ I can spot a fake or suspicious web address |
| ☐ I can search using specific terms, quotes, and filters | ☐ I can evaluate a source by who made it, its bias, agreement, and date |
| ☐ I know AI answers can be confidently wrong and need checking | ☐ I can use private browsing and manage cookies and history |



DIGITAL LITERACY · GRADES 6–8

Communicating and Creating

Email, Video Calls, and the Software That Runs School

Write email, join video calls, and create with documents, spreadsheets, and slides — including cloud collaboration.

Chapter 4

Getting Confident with Technology

5 sections

10 slides

What You'll Learn

The big ideas in this chapter

IN THIS CHAPTER

Write email, join video calls, and create with documents, spreadsheets, and slides — including cloud collaboration.

Email, Video Calls, and the Software That Runs School

1 4.1 Email: More Serious Than Texting

2 4.2 Video Calls

3 4.3 Creating Documents

4 4.4 Spreadsheets and Slides

5 4.5 Working Together in the Cloud

Email: More Serious Than Texting



Texting is for friends; email is for school, work, and grown-up business.



The parts

A recipient, a subject line (never blank!), and a message. You can attach files.



CC and BCC

CC is a visible copy; BCC is a hidden one.



Etiquette that looks responsible

Clear subject, greeting and closing, no all-caps, and get to the point politely.



Reply All, carefully

It goes to everyone on the message.



Stay safe

Be careful opening messages from unknown senders, and sign out on shared computers.

Video Calls



Zoom, Google Meet, FaceTime, and Teams power online classes, meetings, and even doctor visits.



The core controls

Mute/unmute, video on/off, chat, share screen, and change view.



Light in front of you

Be in a quiet, well-lit spot — not backlit by a window.



Camera at eye level

And let the app use your camera and mic.



If something breaks

Check your connection, or close and reopen the app.

Creating Documents



Microsoft Word and Google Docs are the two big writing tools, and they work almost the same.



Format text

Size, color, font, spacing, and bullets.



Cut, copy, paste, undo

The edits you'll use constantly.



Insert images and tables

Plus spelling check before you share.



Save, print, or export to PDF

Google Docs saves automatically in the cloud; Word saves files you manage.

Spreadsheets and Slides



A spreadsheet organizes information in a grid of cells; presentation software turns ideas into slides.



Cells and formulas

A formula starting with = can add or average numbers automatically.



Charts

Turn your data into a picture people can read at a glance.



Limited text on slides

Slides support you — they aren't your script.



Readable and clearly titled

Text must stand out against the background, with a clear title on every slide.

Working Together in the Cloud



Cloud tools let several people work in the same document at once.



Sharing levels

View (read only), Comment (suggest), or Edit (full access). You rarely want everyone to Edit.



Comments and suggestions

Give feedback the owner can accept or reject.



Version history

Restore an earlier draft if something gets deleted — a lifesaver for group projects.



AI writing help

A useful assistant, but the thinking and the responsibility stay yours.

Words to Know

Say them, use them, own them

email

Electronic mail — the standard way to send written messages and documents for school, work, and organizations.

video call

A live video-and-audio conversation over the internet, using apps like Zoom, Google Meet, or FaceTime — for classes, meetings, and doctor visits.

spreadsheet

A grid of cells (rows and columns) for organizing numbers and doing calculations — like Excel or Google Sheets.

presentation software

Tools like PowerPoint and Google Slides for making slideshows with text, images, and media.

The Communicator's Toolkit

Your turn — work through each part

1**Write an Email**

Write a complete, professional email to a teacher asking for something. Include a subject, greeting, short body, and closing. List three etiquette rules you followed.

2**Video-Call Ready**

Describe your ideal video-call setup and list four controls you'd need instantly.

3**Create Something**

Make a small real thing — a flyer, a budget with a =SUM, or three slides. Save it with a clear name and note three features you used.

4**Share Wisely**

Explain View, Comment, and Edit, and give an example of when you'd use each.

You've Got This

Tick every box you can do on your own

- | | |
|---|--|
| ☐ I can write a professional email with a subject, greeting, body, and closing | ☐ I can explain CC, BCC, Reply All, and email etiquette |
| ☐ I can use video-call controls: mute, video, chat, and screen share | ☐ I can set up a good space for a video call |
| ☐ I can create, format, save, and print a document | ☐ I can explain what a spreadsheet is and write a simple formula |
| ☐ I can build a slideshow and use presentation etiquette | ☐ I can choose View, Comment, or Edit sharing and use version history |



DIGITAL LITERACY · GRADES 6–8

Staying Safe and Smart Online

Protecting Your Accounts, Your Privacy, and Your Reputation

Protect your accounts with strong passwords and MFA, spot scams and phishing, manage your digital footprint, and use social media wisely.

Chapter 5

Getting Confident with Technology

5 sections

10 slides

What You'll Learn

The big ideas in this chapter

IN THIS CHAPTER

Protect your accounts with strong passwords and MFA, spot scams and phishing, manage your digital footprint, and use social media wisely.

Protecting Your Accounts, Your Privacy, and Your Reputation

1 5.1 Cybersecurity Starts with Passwords

2 5.2 Spotting Scams and Phishing

3 5.3 Protecting Devices and Data

4 5.4 Your Digital Footprint

5 5.5 Social Media, Smartly

Cybersecurity Starts with Passwords



A few habits stop almost all account theft — and they start with your password.



Long

A passphrase like PurpleTiger-Runs-Fast is strong and memorable.



Unique

Never reused. If you reuse one and a site gets hacked, attackers try it everywhere.



Password manager

Stores them all so you only remember one.



Passkeys

Sign in with your fingerprint or face — nothing for a thief to steal.



Multi-factor authentication

A second step, like a code on your phone. Turn MFA on, starting with email.

Spotting Scams and Phishing



Phishing is the most common attack — and AI now makes these messages look perfect.



Urgency and fear

“Your account closes in 24 hours!”



Requests for passwords or codes

Real companies never ask. No one needs your MFA code.



The rule: slow down

Scams work on speed and emotion. Verify through a channel you trust.



Unexpected links or attachments

Don't click or download.



Slightly-wrong details

Odd addresses, or a “bank” emailing from Gmail.

Protecting Devices and Data



It's the digital version of locking your door and keeping a spare key safe.



Lock your devices

With a PIN, password, or biometrics.



Keep software updated

Updates patch the security holes attackers use.



Only download from official stores

And be wary of strange files.



Back up your data

To the cloud, so nothing is lost.

Your Digital Footprint



Everything you post and do online adds to your digital footprint — and it's permanent and visible.



The internet is permanent

Deleting a post doesn't guarantee it's gone. Screenshots last.



It has two sources

What you post, and what's collected about you, often through cookies.



It cuts both ways

A bad post can cost you; a positive presence can help you.



Manage it on purpose

Check privacy settings, think before you post, and search yourself sometimes.

Social Media, Smartly



Social media isn't the enemy, but sharing wisely is your responsibility.



Know public vs. private

A DM isn't a public post, but even "private" content can be screenshotted.



Guard personal info

Your address, schedule, and real-time location are the most sensitive.



Set privacy controls

Decide who can see, tag, or message you.



Remember consequences

Likes, comments, and shares are public and lasting.

Words to Know

Say them, use them, own them

cybersecurity

Protecting your devices, accounts, and personal information from digital threats like hackers, scams, and viruses.

passkey

A modern way to sign in with your fingerprint or face instead of a password, so there's nothing for a thief to steal.

phishing

A scam where someone pretends to be a trusted person or company to trick you into giving up passwords, money, or personal information.

password manager

A secure app that creates and stores strong, unique passwords, so you only remember one master password.

multi-factor authentication (MFA)

A security method needing a second proof — like a code from your phone — so a stolen password alone can't get in.

digital footprint

The trail of data you leave online — your posts, searches, and activity — much of it permanent and visible to others, including future schools and employers.

Your Personal Security Audit

Your turn — work through each part

- 1 Password Check-Up**
Without writing real passwords, assess: do you reuse them? Are they long? Where is MFA on — and where should it be? Make a plan to fix two things.

- 2 Spot the Scam**
Find or invent a phishing message. Identify three warning signs and explain what you'd do instead of clicking.

- 3 Footprint Search**
Search your name or a username. What's public? Is it the impression you'd want? Note one thing to change.

- 4 Settings**
Open privacy settings on one account, review who can see your content, change one to be safer, and explain why.

You've Got This

Tick every box you can do on your own

- | | |
|---|---|
| ☐ I can create long, unique passwords and explain why reuse is dangerous | ☐ I can explain password managers, passkeys, and MFA |
| ☐ I can recognize the warning signs of phishing and scams | ☐ I know the steps to take if I'm tricked by a scam |
| ☐ I can list ways to protect my devices and back up my data | ☐ I can define my digital footprint and explain why it's permanent |
| ☐ I can explain how a footprint can hurt and help me | ☐ I can use social media privacy settings and share personal info wisely |