



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

31 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

What counts as a device?

A device is any electronic tool you use to compute or connect.

That covers four main types. What separates them isn't really size — it's how you control them, and what each one is genuinely good at.

The Family of Devices

Four types, and what each is actually for



Smartphone

Messaging, quick lookups, photos

The Family of Devices

Four types, and what each is actually for



Smartphone

Messaging, quick lookups, photos



Tablet / iPad

Reading, drawing, watching, schoolwork

The Family of Devices

Four types, and what each is actually for



Smartphone

Messaging, quick lookups, photos



Tablet / iPad

Reading, drawing, watching, schoolwork



Laptop

Writing, research, schoolwork

The Family of Devices

Four types, and what each is actually for



Smartphone

Messaging, quick lookups, photos



Tablet / iPad

Reading, drawing, watching, schoolwork



Laptop

Writing, research, schoolwork



Desktop

Powerful work and gaming

How You Control It

The distinction that actually matters



Touchscreen

Phones and tablets. Direct manipulation — your finger goes straight to the target.



Pointer and keyboard

Laptops and desktops. You move a cursor to the target, and type on physical keys.

Think About It

You have a five-page research paper due Friday. Which device would you choose — and why?

Pause the video and think it through.

Think About It

You have a five-page research paper due Friday. Which device would you choose — and why?

A laptop or a desktop — because of the keyboard.

Five pages is a lot of typing, and physical keys are far faster than glass. You'll also want several windows open at once: your draft, your sources, your notes. That's a pointer job. A tablet can do it — it just costs you time.

Hardware

Hardware means the physical parts you can touch.

We'll work through one laptop part by part. These same components show up across every device you'll use, so this vocabulary transfers.

The Parts of a Device

Follow the highlight

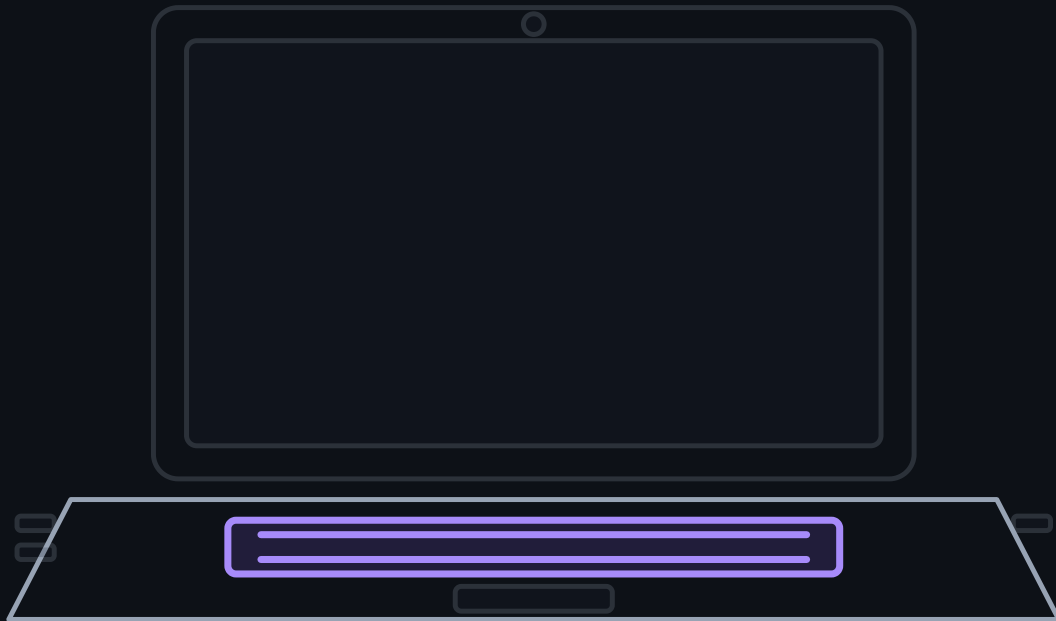


Monitor / screen

Shows everything you see.

The Parts of a Device

Follow the highlight



Monitor / screen

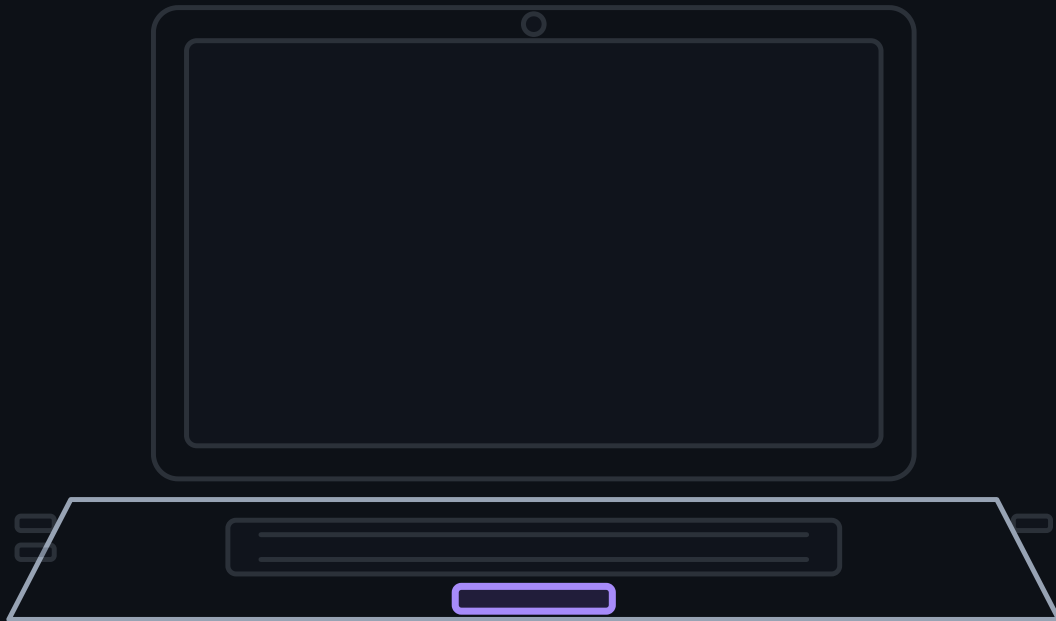
Shows everything you see.

Keyboard

The keys you type on.

The Parts of a Device

Follow the highlight



Monitor / screen

Shows everything you see.

Keyboard

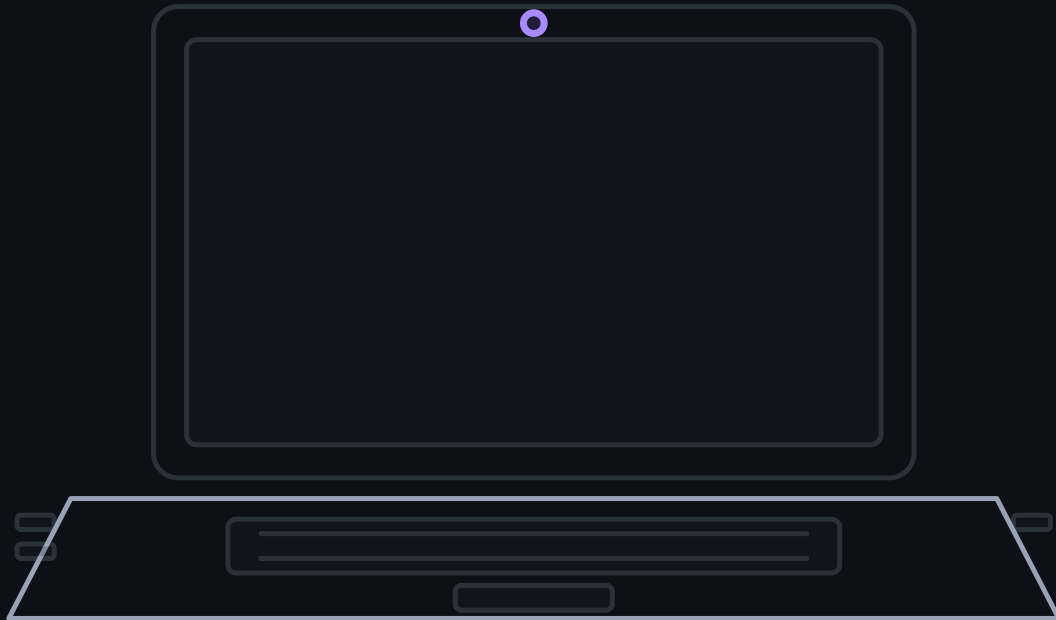
The keys you type on.

Touchpad

Moves the pointer — a built-in mouse.

The Parts of a Device

Follow the highlight



Monitor / screen

Shows everything you see.

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The keys you type on.

Touchpad

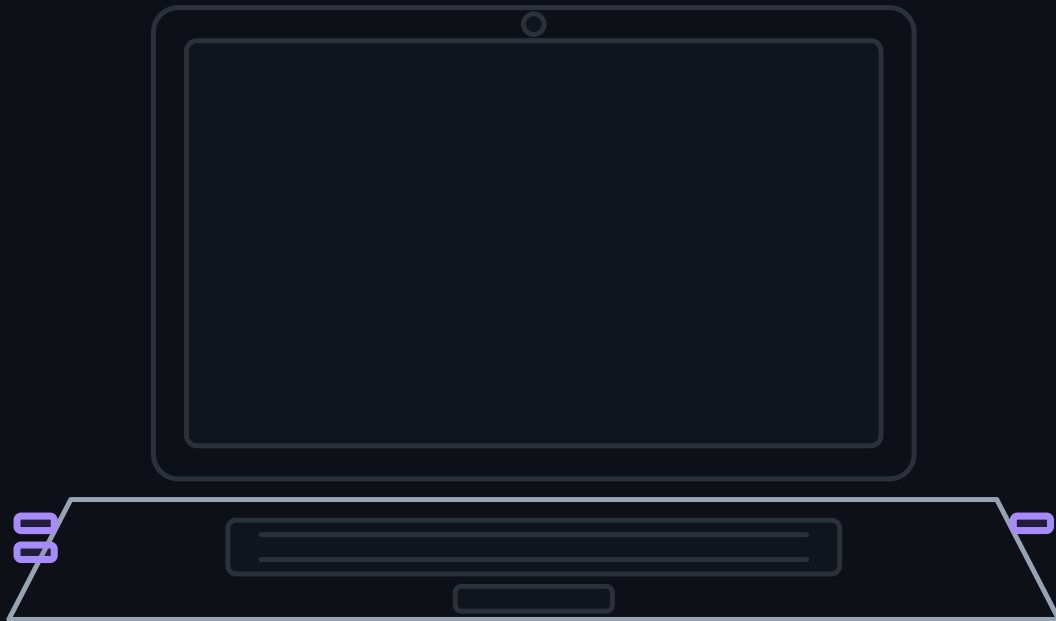
Moves the pointer — a built-in mouse.

Camera and microphone

For photos and video calls.

The Parts of a Device

Follow the highlight



Monitor / screen

Shows everything you see.

Keyboard

The keys you type on.

Touchpad

Moves the pointer — a built-in mouse.

Camera and microphone

For photos and video calls.

Ports

Charging, USB, headphones. Many new devices use USB-C.

Where Your Files Live

Two different answers, with very different consequences



Device storage

Inside the machine. Fast and always available — but tied to that one machine.



Cloud storage

Google Drive, iCloud, OneDrive. Reachable from any device, and backed up automatically.

Think About It

Your laptop is stolen on Monday. Which of your files can you still get back — and what decided that?

Pause the video and think it through.

Think About It

Your laptop is stolen on Monday. Which of your files can you still get back — and what decided that?

Everything you saved to the cloud. Nothing you saved only to the device.

The deciding factor was a choice you made weeks earlier, without thinking about it — where you saved. This is why “my laptop died and I lost everything” is far rarer now, but only for people whose work was already in the cloud.

Turning It Off Properly

Shut down through the menu, not the power button.

A proper shutdown lets the system finish writing files to disk and close programs cleanly. Cutting the power mid-write is how files get corrupted.

Restart Is a Real Skill

Restarting is the most useful troubleshooting move you'll learn.

It clears memory, ends stuck processes, and reloads the system fresh. Try it before you try anything else — a large share of problems don't survive it.

Logging In

Three ways to prove identity — and the eye icon is not one to use in public



Password

Long and unique. You'll go deeper on this in Chapter 5.



PIN

A short numeric code, usually device-only



Biometrics

A fingerprint or face scan — nothing to type, nothing to overhear

Now Read This Carefully

It arrives by text or email while you're logging in somewhere

From: no-reply@account-help.co

Your account has been suspended. Verify your identity within 24 hours or it will be permanently closed. Confirm your password and the 6-digit code we just texted you: secure-verify.account-help.co

Think About It

From: no-reply@account-help.co

Your account has been suspended. Verify your identity within 24 hours or it will be permanently closed. Confirm your password and the 6-digit code we just texted you: secure-verify.account-help.co

Name three specific warning signs in this message.

Four Warning Signs

From: no-reply@account-help.co

Your account has been suspended. Verify your identity within 24 hours or it will be permanently closed. Confirm your password and the 6-digit code we just texted you: secure-verify.account-help.co

- 1 Manufactured urgency — a 24-hour deadline exists to stop you thinking.
- 2 It asks for your password. Legitimate companies never do.
- 3 It asks for your six-digit code. That code exists to stop exactly this — no one else needs it, ever.
- 4 The domain is wrong: account-help.co is not your bank, however official it reads.

How Touch Devices Differ

On a touch device, apps and gestures replace the desktop and the mouse.

No desktop, no taskbar — you tap an app on the home screen. Swipe up for home, swipe across to switch apps, pinch to zoom.

Don't Underestimate Them

With a keyboard and a stylus, a tablet does genuine work.

Papers, video editing, note-taking. And apps come from an official store, which reviews them first — a meaningful layer of protection you get for free.

Making a Device Fit You

Built for specific needs — useful to absolutely everyone



Larger text

Increase text size and contrast for easier reading



Screen reader

The device reads what's on screen aloud



Captions

Text appears on videos as they play

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

33 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 Real Problem

“I made the file — where did it go?”

This is the most common tech frustration at every age. Losing your own work isn't a sign you're bad with computers. It's a sign nobody ever showed you how a device is organized.

The Operating System

The master software that runs everything



Windows

Taskbar and Start Menu

The Operating System

The master software that runs everything



Windows

Taskbar and Start Menu



macOS

Dock and Menu Bar

The Operating System

The master software that runs everything



Windows

Taskbar and Start Menu



macOS

Dock and Menu Bar



iPadOS / Android

A home screen of apps

The Operating System

The master software that runs everything



Windows

Taskbar and Start Menu



macOS

Dock and Menu Bar



iPadOS / Android

A home screen of apps



ChromeOS

Chromebooks, common in schools

Learn the Ideas, Not the Buttons



They all launch and search

Find an app or a file by typing its name.



They all manage files

Somewhere to browse what you've saved.



They all have Settings

One place to change how the machine behaves.

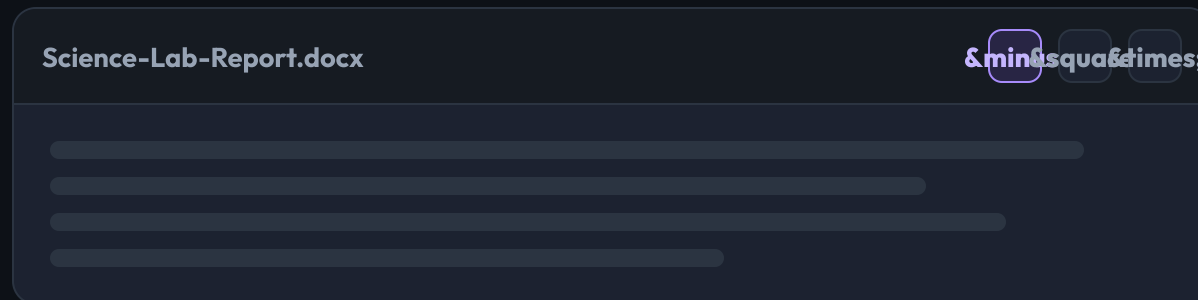
Windows and Their Buttons

Every program opens in a window.

And three small buttons in the corner control all of them. Knowing these is the difference between fighting your screen and running it.

Three Buttons

Top corner of every window



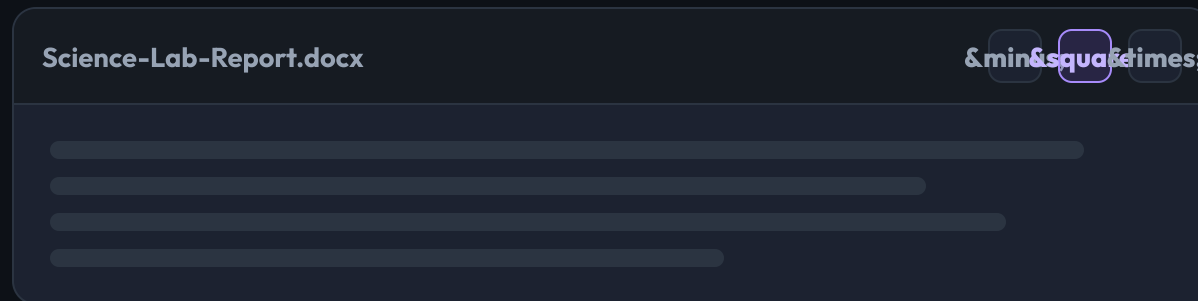
Minimize

Maximize

Close

Three Buttons

Top corner of every window



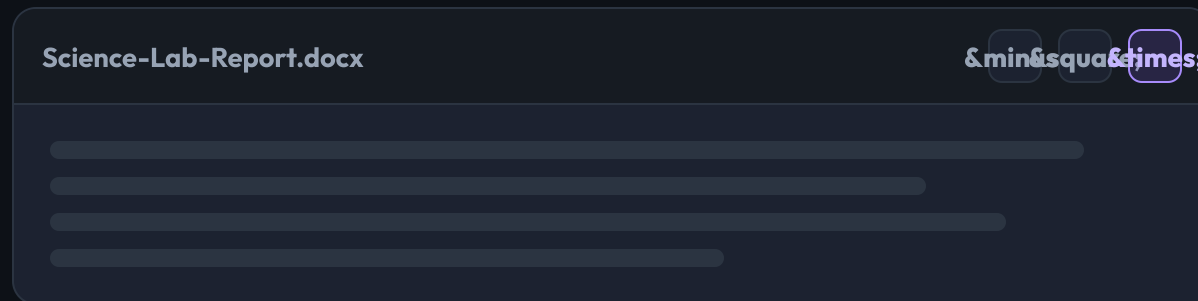
Minimize

Maximize

Close

Three Buttons

Top corner of every window



Files, Folders, and Saving

Save on purpose.

A file called Untitled3 sitting in Downloads is a file you will lose. That's not bad luck — it's the predictable result of letting the computer decide.

A Filename Has Two Halves

And both of them are doing a job

Science-Lab-Report

the name — what it actually is

.docx

the extension — what type of file
it is

This half is for you. It should say what the thing actually is, so future-you can find it without opening it.

A Filename Has Two Halves

And both of them are doing a job

Science-Lab-Report

the name — what it actually is

.docx

the extension — what type of file
it is

This half is for the computer. It says what type of file this is, which decides what opens it.

Extensions Worth Knowing



.docx

A Word document. Text you can still edit.



.pdf

A PDF. Looks identical everywhere — and is much harder to edit.



.jpg / .png

An image.



.mp4

A video.

Finding It Again



File Explorer or Finder

Windows calls it File Explorer; Mac calls it Finder. Same job: browse what you've saved.



Or just search

Often faster than browsing — if you gave the file a real name.



Recycle Bin or Trash

Deleted something by mistake? It's almost certainly still in here.

Think About It

You deleted a file ten minutes ago and you need it back. Is it gone?

Pause the video and think it through.

Think About It

You deleted a file ten minutes ago and you need it back. Is it gone?

Almost certainly not — check the Recycle Bin or Trash.

Deleting moves a file there rather than destroying it. It sits around until the bin is emptied, which is why checking should be your first move, not your last.

Your Files in the Cloud

Cloud storage makes your files follow you.

Google Drive, iCloud, OneDrive. Three things happen once your work lives there — and they are not the same thing.

Three Different Things

Syncing, backup, sharing



Syncing

A change you make on one device shows up on all of them.

Three Different Things

Syncing, backup, sharing



Syncing

A change you make on one device shows up on all of them.



Backup

A broken or stolen device doesn't take your work with it.

Three Different Things

Syncing, backup, sharing



Syncing

A change you make on one device shows up on all of them.



Backup

A broken or stolen device doesn't take your work with it.



Sharing

Other people can see or edit your files — so be deliberate about who.

Think About It

You saved a document on your phone. You open your laptop and it isn't there. What's the most likely reason?

Pause the video and think it through.

Think About It

You saved a document on your phone. You open your laptop and it isn't there. What's the most likely reason?

It was saved to the phone itself, not to the cloud.

Second possibility: it did save to the cloud but hasn't finished syncing — usually because the phone dropped off Wi-Fi.

Both come down to checking where you actually saved it.

Settings Is Your Control Room

Most annoying problems are Settings problems.

No sound. Screen too dim. Out of space. Wi-Fi won't connect. All of those live in one screen, and knowing your way around it turns problems into quick fixes.

Two Habits That Matter

One is security, one is housekeeping



Update your software

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

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Manage your storage

Uninstall apps you don't use, and move old photos to the cloud when it says it's full.

Think About It

Your device says storage is full. Name two things you could actually do about it.

Pause the video and think it through.

Think About It

Your device says storage is full. Name two things you could actually do about it.

Uninstall apps you don't use, and move old photos and videos to the cloud.

Videos are almost always the biggest culprit. Emptying the Trash helps too — deleted files are still taking up space until you do.

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

39 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

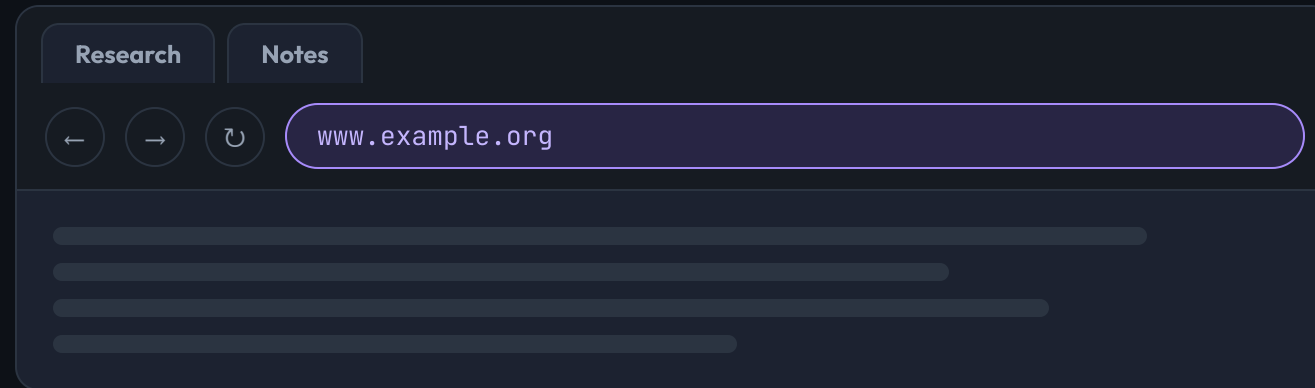
Exploring the Internet

The best information tool ever built — and the biggest pile of nonsense ever assembled.

Both statements are true at once. The difference between using it well and getting fooled is a set of skills you can actually learn.

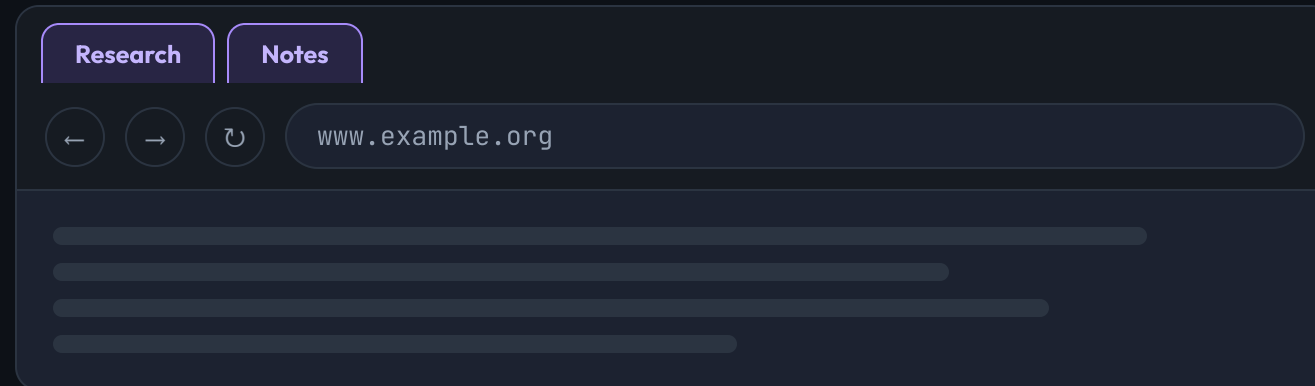
Your Browser

The same four tools in every browser



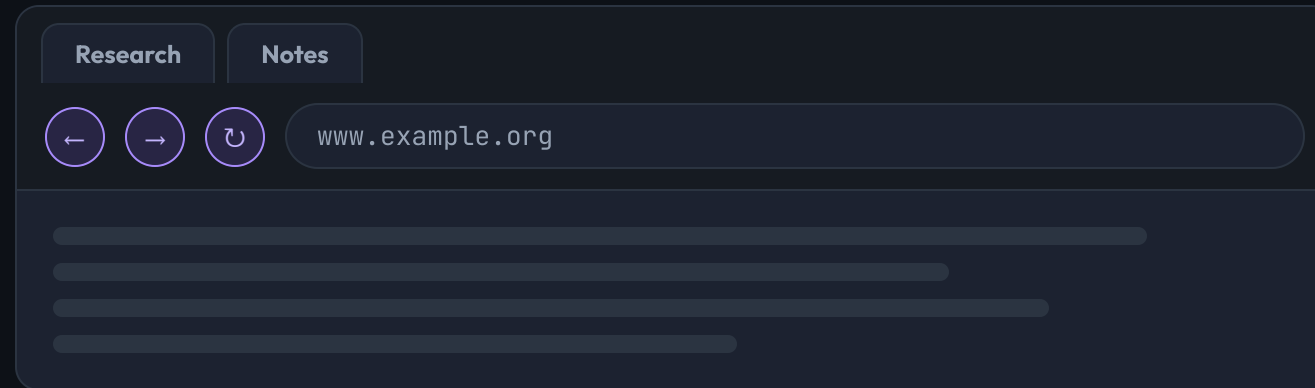
Your Browser

The same four tools in every browser



Your Browser

The same four tools in every browser



How You're Connected Matters



Wi-Fi

From a nearby router. Usually free, and usually faster. Streaming here costs you nothing.



Cellular data

Over the phone network. Works almost anywhere — and is capped by a monthly plan.

Reading a Web Address

A URL tells you a lot — if you read it.

Every part is information, including whether you're where you think you are. This is the single most useful anti-scam skill in the chapter.

Taking One Apart

Three parts, three pieces of information

https://www.example.org

secure — the **s** matters

the site's actual name

top-level domain: who runs it

The **s** means the connection is encrypted. Any site asking for a password should have it.

Taking One Apart

Three parts, three pieces of information

https://www.example.org

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the site's actual name

top-level domain: who runs it

The site's actual identity — and the part scammers work hardest to imitate.

Taking One Apart

Three parts, three pieces of information

https://www.example.org

secure — the s matters

the site's actual name

top-level domain: who runs it

The top-level domain. It hints at who runs the site: .com, .org, .edu, .gov.

The Look-Alike Trick



paypal.com

The real domain. All ordinary letters.



paypa1.com

A fake. That's a number one where the letter L should be.

Think About It

Before you type a password into any site, what two things do you check in the address bar?

Pause the video and think it through.

Think About It

Before you type a password into any site, what two things do you check in the address bar?

That it's https, and that the domain is exactly right.

Read the domain character by character, not at a glance. And be aware that https alone doesn't mean honest — a scam site can have a padlock too. It means encrypted, not trustworthy.

Searching Like a Pro

Anyone can type in a search box. Doing it **well is a skill.**

Four techniques, and they compound. Most people use none of them.

Four Techniques

They stack



Use specific words

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

Four Techniques

They stack



Use specific words

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



Put phrases in quotes

Searching "digital literacy" finds that exact wording, not the two words scattered about.

Four Techniques

They stack



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Use filters

Narrow to images, video, news, or the last year.

Four Techniques

They stack



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Narrow to images, video, news, or the last year.



Scan before clicking

The top results are often ads, and the first result isn't automatically the best.

Reading the Results Page

AD**Fix Your Laptop Fast — Download Our Tool**pcspeedup-tools.com**Why is my laptop battery draining? | Battery University**batteryuniversity.com**Laptop battery drain — troubleshooting guide**support.example.edu

Think About It

Which of those three results would you open first for a school assignment — and why?

Pause the video and think it through.

Think About It

Which of those three results would you open first for a school assignment — and why?

One of the lower two — because of who wrote them.

The .edu support page and the specialist site both have identifiable expertise behind them. The ad is selling a tool, which means its goal isn't to answer your question.

Is This True?

The most important internet skill is **judging what's trustworthy.**

Four questions, asked in order. And one habit that matters more than all four.

Four Questions

Run these on any claim



Who is the source?

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

Four Questions

Run these on any claim



Who is the source?

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



Is there bias?

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

Four Questions

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Does other coverage agree?

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

Four Questions

Run these on any claim



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



How current is it?

Pages that were right five years ago can be wrong now.

The Habit That Matters Most

**When something makes you want to share it *immediately* —
that's the moment to slow down.**

Strong emotion is exactly what manufactured misinformation is engineered to produce. The urge to react is the signal, not the permission.

The AI Wrinkle



Confidently wrong

AI can invent facts and even invent sources, in exactly the same tone it uses for correct answers.



No confidence signal

It doesn't sound less sure when it's guessing. That's the whole problem.



A starting point, not the final word

Use it to orient yourself, then verify anything that matters.

Think About It

**A post says a new law has just banned something you care about.
It's the only place you've seen it. What do you do — and what do
you not do?**

Pause the video and think it through.

Think About It

A post says a new law has just banned something you care about. It's the only place you've seen it. What do you do — and what do you not do?

Check other coverage first. Don't share it.

A real law change is covered in many places at once. One source carrying something big and alone is the classic shape of misinformation — and sharing it is what makes it work.

Protecting Your Privacy

You have more control than you think.

Four tools, and they matter most on devices you share with other people.

Four Tools

Especially on a shared computer



Private / incognito windows

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

Four Tools

Especially on a shared computer



Private / incognito windows

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



Clear history, don't save passwords

Essential on any computer you share.

Four Tools

Especially on a shared computer



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Cookies

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

Four Tools

Especially on a shared computer



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Cookies

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



CAPTCHAs

“Select the traffic lights” just proves you're 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

32 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 Is Not Texting

Texting is for friends. Email is for everything official.

School, work, organizations, applications. It's also the first impression a lot of adults will ever have of you — which is worth ninety seconds of care.

The Parts

A real request, done properly

TO j.reyes@school.org

CC study-group@school.org

SUBJECT Extension request — Chapter 4 lab report

MESSAGE Hi Mr. Reyes,

I've finished the data for the lab report but I'm still writing up the conclusion.
Would it be possible to hand it in on Monday instead of Friday?

Thank you,
Alex Chen — Period 3

The Parts

A real request, done properly

TO j.reyes@school.org

CC study-group@school.org

SUBJECT Extension request — Chapter 4 lab report

MESSAGE Hi Mr. Reyes,

I've finished the data for the lab report but I'm still writing up the conclusion.
Would it be possible to hand it in on Monday instead of Friday?

Thank you,
Alex Chen — Period 3

The Parts

A real request, done properly

TO	j.reyes@school.org
CC	study-group@school.org
SUBJECT	Extension request — Chapter 4 lab report

MESSAGE	Hi Mr. Reyes, I've finished the data for the lab report but I'm still writing up the conclusion. Would it be possible to hand it in on Monday instead of Friday? Thank you, Alex Chen — Period 3
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The Parts

A real request, done properly

TO j.reyes@school.org

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MESSAGE Hi Mr. Reyes,

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Would it be possible to hand it in on Monday instead of Friday?

Thank you,
Alex Chen — Period 3

The Rules That Signal Competence



Clear subject, greeting, closing

Three small things that make you read as someone who has their act together.



No all-caps

It reads as shouting, regardless of what you meant.



Reply All, carefully

It goes to everyone. Every single person. Check before you press it.



Sign out on shared computers

And be careful opening messages from senders you don't know.

Think About It

A teacher emails the whole class about a trip. You want to ask one private question. Reply, or Reply All?

Pause the video and think it through.

Think About It

A teacher emails the whole class about a trip. You want to ask one private question. Reply, or Reply All?

Reply — not Reply All.

Reply All sends your question to all thirty classmates, none of whom needed it. Reply goes to the teacher alone. Getting this wrong is the single most common email mistake there is.

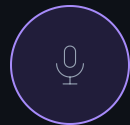
Video Calls

Classes, meetings, interviews, even doctor's appointments.

Zoom, Google Meet, FaceTime, Teams. Different apps, identical controls — learn them once.

The Controls

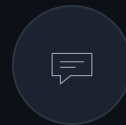
Find them before you need them



Mute



Video



Chat



Share screen

The Controls

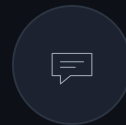
Find them before you need them



Mute



Video



Chat



Share screen

The Controls

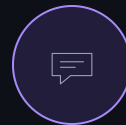
Find them before you need them



Mute



Video



Chat



Share screen

The Controls

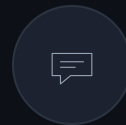
Find them before you need them



Mute



Video



Chat



Share screen

Setting Up Well



Light in front, not behind

A window behind you turns you into a silhouette. Face the light.



Camera at eye level

Raise the laptop. A camera looking up at you is nobody's best angle.



If something breaks

Check your connection first, then close and reopen the app. That fixes most of it.

Creating Documents

Word and Google Docs do the same things.

You don't need every feature. About ten of them cover almost everything you'll ever actually do.

The Ones That Matter



Create, save, open

And know where it saved to. Docs saves to the cloud automatically; Word saves files you manage.



Format text and use bullets

Size, font, spacing — structure that a reader can follow.



Insert images and tables

Plus cut, copy, paste, and undo.



Spell check, then export as PDF

PDF looks identical everywhere, which is why it's what people ask for.

Spreadsheets

A spreadsheet's real power isn't the grid. It's the arithmetic.

Cells hold your numbers. Formulas do the work — and keep doing it when the numbers change.

One Formula

Everything else is a variation on this

	A	B
1	Tickets	48
2	Snacks	26
3	Posters	15
4	Total	=SUM(B1:B3)

Three costs, and a total that someone will have to work out.

One Formula

Everything else is a variation on this

	A	B
1	Tickets	48
2	Snacks	26
3	Posters	15
4	Total	=SUM(B1:B3)

A formula always starts with = . This one adds up cells B1 to B3 — and it re-adds them automatically the moment any of those numbers changes.

And Presentation Software



Text-heavy slides

Nobody can read a slide and listen to you at once. They will do neither, badly.



Limited, readable, clearly titled

The slide supports what you're saying. You are the presentation.

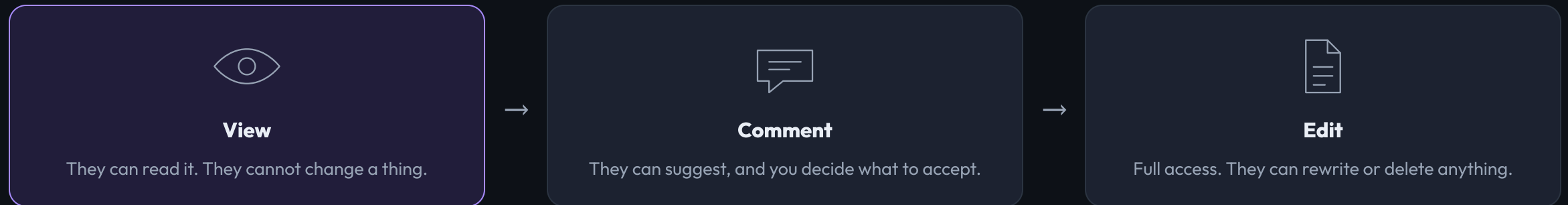
Working Together in the Cloud

Several people, one document, at the same time.

Which is genuinely useful — and creates exactly one decision you need to get right.

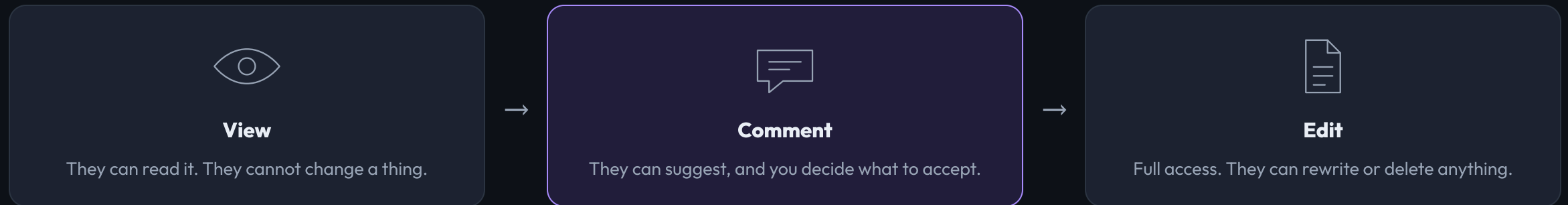
Three Levels of Access

Pick deliberately



Three Levels of Access

Pick deliberately



Three Levels of Access

Pick deliberately



View

They can read it. They cannot change a thing.



Comment

They can suggest, and you decide what to accept.



Edit

Full access. They can rewrite or delete anything.

The Safety Net



Version history

Every past version is kept. You can see what changed, when, and who did it.



You can restore any of them

Someone deleted three paragraphs? Roll it back. This has rescued more group projects than anything else.



AI writing help is a tool, not an author

Useful assistant. The thinking, and the responsibility, stay yours.

Think About It

You want your teacher to look over a draft and suggest improvements — without changing your words. Which level?

Pause the video and think it through.

Think About It

You want your teacher to look over a draft and suggest improvements — without changing your words. Which level?

Comment.

View is too restrictive — they couldn't leave feedback. Edit is too much — your words could be changed directly. Comment is exactly the middle, and it keeps your draft 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

37 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

It Starts With Passwords

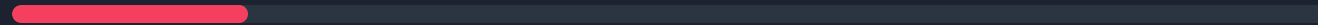
A few habits stop the great majority of account theft.

Not expertise. Not paranoia. Habits — and the first one is about how you build a password.

What Actually Makes One Strong

Three passwords, and one surprise

soccer12

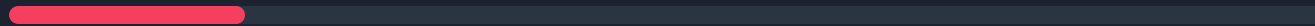


Short, and built from a common word. Guessing programs try this shape first.

What Actually Makes One Strong

Three passwords, and one surprise

soccer12



Short, and built from a common word. Guessing programs try this shape first.

S0cc3r12!



Symbol swaps feel clever. Attackers have known about them for decades.

What Actually Makes One Strong

Three passwords, and one surprise

soccer12



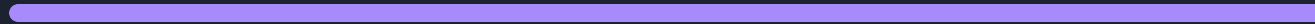
Short, and built from a common word. Guessing programs try this shape first.

S0cc3r12!



Symbol swaps feel clever. Attackers have known about them for decades.

PurpleTiger-Runs-Fast



Long, memorable, and genuinely hard. Length is what does the work.

Two Things That Help



A password manager

Creates and stores a strong, unique password for every account. You remember one.



Passkeys

Sign in with your fingerprint or face instead — there's no password for anyone to steal.

The Single Best Upgrade

Multi-factor authentication



Something you know

Your password



Something you have

A code on your phone



Only then, in

A stolen password alone isn't enough

The Single Best Upgrade

Multi-factor authentication



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The Single Best Upgrade

Multi-factor authentication



Something you know

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Something you have

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Only then, in

A stolen password alone isn't enough

Think About It

You use the same password on ten sites. One of those ten gets hacked. How many of your accounts are now at risk?

Pause the video and think it through.

Think About It

You use the same password on ten sites. One of those ten gets hacked. How many of your accounts are now at risk?

All ten.

Attackers take leaked email-and-password pairs and try them everywhere automatically. It's called credential stuffing, and it's why “unique” matters as much as “long”.

Spotting Scams and Phishing

Phishing is the most common attack there is.

A message pretending to be someone you trust. And AI now makes them look flawless — so spotting bad spelling is no longer the skill.

Read This Carefully

From: delivery-notice@post-tracking-service.net

Your package could not be delivered. A customs fee of \$2.99 is required within 48 hours or your parcel will be returned. Pay now and confirm your card details: post-tracking-service.net/pay

Think About It

From: delivery-notice@post-tracking-service.net

Your package could not be delivered. A customs fee of \$2.99 is required within 48 hours or your parcel will be returned. Pay now and confirm your card details: post-tracking-service.net/pay

Name three specific warning signs. Be precise — what exactly gives it away?

Pause the video and think it through.

Four Warning Signs

From: delivery-notice@post-tracking-service.net

Your package could not be delivered. A customs fee of \$2.99 is required within 48 hours or your parcel will be returned. Pay now and confirm your card details: post-tracking-service.net /pay

- 1 A deadline that exists only to stop you thinking.
- 2 It wants card details — for a delivery you may not even be expecting.
- 3 The domain isn't any real postal service. Read it, don't skim it.
- 4 And the tell that beats all of these: were you actually expecting a package?

If You Think You Clicked

Fast action limits the damage.

Change that password — and anywhere you reused it. Turn on MFA. Tell a trusted adult. Being tricked isn't a character flaw; staying quiet about it is what makes it worse.

Protecting Devices and Data

The digital version of locking your door.

Four habits. None of them are difficult, and together they close most of the easy ways in.

Four Habits



Lock your devices

PIN, password, or biometrics. An unlocked phone is every account on it.

Four Habits



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Keep software updated

Updates patch the holes attackers are actively using.

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Download from official stores only

And be wary of unexpected files, however normal they look.

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Download from official stores only

And be wary of unexpected files, however normal they look.



Back up your data

So a lost or broken device costs you a device, not your work.

Your Digital Footprint

It's permanent, and it's visible.

Everything you post and everything collected about you. Colleges and employers do look — and that cuts in both directions.

Four Things to Understand



The internet is permanent

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

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It has two sources

What you post — and what's quietly collected about you.

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It has two sources

What you post — and what's quietly collected about you.



It cuts both ways

A bad post can cost you. A thoughtful public presence can genuinely help you.

Four Things to Understand



The internet is permanent

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It has two sources

What you post — and what's quietly collected about you.



It cuts both ways

A bad post can cost you. A thoughtful public presence can genuinely help you.



Manage it on purpose

Check privacy settings, think before posting, and search your own name sometimes.

Think About It

You search your own name and find a post from three years ago you'd rather not have out there. What can you actually do?

Pause the video and think it through.

Think About It

You search your own name and find a post from three years ago you'd rather not have out there. What can you actually do?

Delete what you control, and build over the rest.

Delete your own posts and tighten privacy settings. For anything you can't remove, the realistic move is to add better material — a footprint is what someone finds, and what they find first is something you can influence.

Social Media, Smartly

Social media isn't the enemy.

But sharing wisely is your responsibility, and the defaults are not set up in your favor.

Four Things



Public vs. private

A DM isn't a public post — but even “private” content can be screenshotted and forwarded.

Four Things



Public vs. private

A DM isn't a public post — but even “private” content can be screenshotted and forwarded.



Guard personal information

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

Four Things



Public vs. private

A DM isn't a public post — but even “private” content can be screenshotted and forwarded.



Guard personal information

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



Set your privacy controls

Decide who can see, tag, or message you. These default to open.

Four Things



Public vs. private

A DM isn't a public post — but even “private” content can be screenshotted and forwarded.



Guard personal information

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



Set your privacy controls

Decide who can see, tag, or message you. These default to open.



Remember consequences

Likes, comments, and shares are public actions, and they last.

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 |