



DIGITAL LITERACY · GRADES 9–12

Meet Your Devices

Know Your Tools Before You Use Them

Identify and operate the main types of devices, understand their hardware and inputs, and log in securely.

Chapter 1

Your Foundation for a Connected World

5 sections

10 slides

What You'll Learn

The big ideas in this chapter

IN THIS CHAPTER

Identify and operate the main types of devices, understand their hardware and inputs, and log in securely.

Know Your Tools Before You Use Them

- 1 1.1 The Family of Devices
- 2 1.2 The Hardware: Parts You Can Point To
- 3 1.3 Turning On, Logging In, and Getting Started
- 4 1.4 Tablets and iPads: The Touch-First World
- 5 1.5 Making Devices Work for You: Accessibility

The Family of Devices



A device is any piece of electronic equipment you use to compute or connect.



Smartphone

A pocket-sized touchscreen computer that also makes calls. Best for on-the-go tasks, messaging, quick lookups, photos.



Tablet / iPad

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



Laptop

A portable computer with a built-in keyboard that folds shut. Best for writing, research, most schoolwork and jobs.



Desktop

A non-portable computer that stays on a desk. Best for powerful work, gaming, and offices.



Touch, type, or point

The biggest practical difference is how you control it. Modern devices blur the lines — an iPad takes a keyboard and mouse; some laptops have touchscreens.

The Hardware: Parts You Can Point To



Hardware is the physical stuff — the parts you can touch, and you should be able to name them.



System unit

On a desktop, the box holding the processor, memory, and storage. On a laptop or phone it is built into the body.



Monitor / screen

Displays everything you see.



Keyboard and mouse / touchpad

The keys you type on, and the pointer control.



Ports

Slots where you plug things in. Newer devices increasingly use USB-C — one small oval port handling charging, data, and video.



Camera, microphone, printer

Nearly every modern device has a camera and mic. A printer is an external device that puts documents on paper.



Storage: local and cloud

Local storage sits inside the device or on a flash drive. Cloud storage lives on the internet, reachable anywhere and backed up automatically.

Turning On, Logging In, and Getting Started



Every device needs two things before you can use it: power, and proof that you are allowed in.



Shut down properly, and restart

Use the menu so the system can save and close safely. Knowing how to fully restart is one of the most useful troubleshooting skills there is.



Password or PIN

Something you know.



Biometrics

Something you are — a fingerprint or a face scan. Fast, and hard to fake.



Username

The name identifying your account, often your email.



The eye icon

Lets you check what you typed before submitting. Useful — but not on a shared screen where someone can look over your shoulder.



You are already a target

A text claiming your account is locked and demanding you click to verify is a classic scam. Real companies do not create panic.

Tablets and iPads: The Touch-First World



Touch-first devices now dominate schools, homes and many workplaces — and they work differently enough from a laptop to trip people up.



Everything is an app

No desktop and no taskbar — a home screen of app icons you tap to open.



Gestures replace buttons

Swipe up for home, swipe between apps, pinch to zoom. Fewer physical buttons, so movements carry the controls.



They do real work

With a keyboard and stylus, a modern iPad writes papers, edits photos and video, takes handwritten notes, and runs the same apps as a laptop.



The App Store is the front door

Apps install from an official store, which also helps keep out malicious software.



Fluency in both is an advantage

Many people are comfortable on only one and feel lost on the other.

Making Devices Work for You: Accessibility



A device is not one-size-fits-all. Accessibility settings adapt it to different needs and preferences.



Larger text and contrast

Increase text size or contrast for easier reading.



Screen readers and captions

Have the screen read aloud, or add captions to video.



Adjust the mouse

Swap buttons for left-handed use, or change pointer speed.



Resolution and brightness

Tune the display for comfort.



Not just for disability

Larger text helps anyone reading in bright sun; captions help in a noisy room.

Words to Know

Say them, use them, own them

device

A piece of electronic equipment you can use to compute, communicate, or access the internet — such as a smartphone, tablet, laptop, or desktop computer.

mouse

A hand-controlled pointing device that moves a cursor on the screen; a laptop's built-in version is a touchpad.

storage

Where a device keeps your files and data, either physically on the device (hard drive, flash drive) or on the internet (cloud storage).

login

The process of proving who you are to a device or account, usually with a username and password, a PIN, or biometrics like a fingerprint or face scan.

touchscreen

A screen you control by touching it directly with your fingers — tapping, swiping, and pinching — instead of using a mouse.

hardware

The physical parts of a computer or device that you can see and touch, such as the screen, keyboard, and ports.

cloud storage

Storing your files on servers on the internet — like iCloud, Google Drive, or OneDrive — so you can reach them from any device and they're backed up automatically.

accessibility

Features that let people customize a device to fit their needs — such as larger text, screen readers, captions, high contrast, or adjusting a mouse — making technology usable by everyone.

The Device Detective

Your turn — work through each part

1**Identify and Label**

Choose one device. Create a labeled diagram or list identifying at least six hardware parts and what each does. Include how you control it.

2**The Login and Power Checklist**

Write out, in order, the exact steps to properly turn the device on, log in (noting which method it uses), and shut it down or restart it.

3**Personalize It**

Change one accessibility or display setting and describe what it did. Then explain one situation where that setting would genuinely help someone.

4**Compare**

Compare a touch device with a traditional computer. Name one task each 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 explain the difference between touchscreen, touchpad, and mouse control |
| ☐ I can identify common hardware parts, including ports, camera, and microphone | ☐ I can explain the difference between local storage and cloud storage |
| ☐ I can properly turn on, log in to, restart, and shut down a device | ☐ I can describe different login methods, including passwords, PINs, and biometrics |
| ☐ I can recognize a suspicious “your account is locked” scam message | ☐ I can explain how touch-first devices like the iPad organize apps and use gestures |
| ☐ I can find and use accessibility settings to customize a device | ☐ I can compare a touch device and a traditional computer for a given task |



DIGITAL LITERACY · GRADES 9–12

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 where you can find it, and use cloud storage.

Chapter 2

Your Foundation for a Connected World

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 where you can find it, and use cloud storage.

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

1 2.1 The Operating System: The Boss of the Device

2 2.2 Windows and Their Controls

3 2.3 Files, Folders, and Saving on Purpose

4 2.4 Your Files in the Cloud

5 2.5 Settings, Updates, and Keeping a Device Healthy

The Operating System: The Boss of the Device



Every device runs an operating system — the master software that runs everything else.



Windows 10 and 11

Most common on laptops and desktops. Taskbar and Start Menu.



macOS

Apple's computer system. Dock and Menu Bar.



iPadOS / Android

The touch systems, organized around a home screen of apps.



ChromeOS

Runs on Chromebooks, common in schools, built around the Chrome browser.



The universal skills

Start and exit programs, search, switch between windows, reach Settings.
Learn the concepts once and you can navigate any of them.

Windows and Their Controls



Each open program lives in a window — a frame you can move, resize, and stack.



Minimize

Hides the window without closing it. It waits on the taskbar or Dock.



Maximize

Makes the window fill the screen.



Close

Shuts the window and its program.



Alt+Tab is a superpower

Switching windows from the keyboard — Alt+Tab on Windows, Command+Tab on Mac — feels like one once you learn it.

Files, Folders, and Saving on Purpose



This is the heart of the chapter. A file is any single saved thing; a folder is a container that holds them.



The extension tells you the type

.docx a Word document, .pdf a fixed printable document, .jpg or .png an image, .mp4 a video, .xlsx a spreadsheet.



The golden rule

Be intentional about name and location. “Untitled3” in Downloads is a file you will lose; “Biology-Lab-Report” in a Biology folder you will find in seconds.



File Explorer and Finder

Windows browses files with File Explorer, Mac with Finder. Both create folders, rename, move, and recover.



Recycle Bin and Trash

Deleted files are recoverable until the bin is emptied.

Your Files in the Cloud



Increasingly your files do not live on one device — they live in the cloud and sync everywhere.



Syncing

A change you make in one place shows up everywhere automatically.



Backup

If you lose or break a device, your work is safe.



Sharing

You can give other people access — but be careful who, and at what level.



Why it matters

“My laptop broke and I lost everything” is far less common than it used to be — as long as your work is actually saved there.

Settings, Updates, and Keeping a Device Healthy



Settings is where you control how a device behaves — Wi-Fi, sound, display, accessibility, notifications, and apps.



Software updates

Not nagging. Updates fix bugs and patch the security holes attackers exploit. An out-of-date device is a vulnerable device.



Managing apps and storage

Uninstall what you do not use and see what is taking up space. A “full” phone usually just needs old photos moved to the cloud.



Mysteries become two-minute fixes

“My volume won’t work.” “My screen is too dim.” “I’m out of space.” All of those live in Settings.

Words to Know

Say them, use them, own them

operating system (OS)

The main software that runs a device and lets you use it — managing the screen, files, apps, and settings. Examples include Windows, macOS, iPadOS, Android, and ChromeOS.

file

A single saved item on a device — a document, photo, song, or video. Each file has a name and a type (shown by its extension, like .docx or .jpg).

window

A rectangular frame on screen that holds an open program or document; you can have several open at once and switch between them.

folder

A container that holds files (and other folders), used to organize your work so you can find it later — like a labeled drawer.

Organize Your Digital Backpack

Your turn — work through each part

1**Build a Folder System**

Create a folder structure for your schoolwork — a main folder with a subfolder for each class. Screenshot or draw it, and explain why organizing this way saves time.

2**Save, Name, Find**

Create a document, save it into the right folder with a clear name, close it, and find it again two ways: by browsing, and by searching. Note which was faster and why.

3**Cloud Check**

Identify which cloud service you have access to. Explain one real 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. Write down what you found and 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 is running | ☐ I can start and exit 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 what type of file it is | ☐ I can save a file intentionally by name and location, and find it again |
| ☐ I can recover a deleted file from the Recycle Bin or Trash | ☐ I can explain how cloud storage syncs, backs up, and shares files |
| ☐ I can use Settings to change how a device behaves | ☐ I can explain why keeping software updated matters for security |



DIGITAL LITERACY · GRADES 9–12

Exploring the Internet

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

Use browsers and search effectively, read web addresses, evaluate whether information is trustworthy, and protect your privacy online.

Chapter 3

Your Foundation for a Connected World

5 sections

10 slides

What You'll Learn

The big ideas in this chapter

IN THIS CHAPTER

Use browsers and search effectively, read web addresses, evaluate whether information is trustworthy, 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 While You Browse

Getting Connected and Getting Around



To use the internet you need a connection and a browser.



Browsers

Chrome, Safari, Edge, Firefox — the app you use to visit websites.



Wi-Fi

A wireless signal from a nearby router. Free, at home, school and cafés.



Cellular data

Over the 4G/5G network. Works almost anywhere, but limited by a monthly plan — streaming a movie on cellular burns through it.



The address bar

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



Tabs and the rest

Multiple pages open at once, plus back, refresh, bookmarks and downloads.

Reading a Web Address



A URL carries more information than people realize, and reading it is a key safety skill.



https://

The s means the connection is encrypted. Plain http:// with no s is a warning sign.



The site's name

The middle part — the organization's real domain is your anchor.



The top-level domain

.com commercial, .org organizations, .edu schools, .gov government — hard to fake and generally trustworthy.



Spotting fakes

paypal.com with a one instead of an l, or apple-support-login.com. Extra words, odd spellings or the wrong ending all deserve suspicion.

Searching Like a Pro



Anyone can type words into a search box. Getting to the right answer fast is a real skill.



Use specific terms

“Why does my Windows laptop battery drain fast” beats “computer slow.”



Use filters

Narrow by images, video, news or date — especially for recent information.



Put phrases in quotes

“digital literacy standards” searches that exact wording.



Scan before you click

The first result isn't always best, and the top ones are often ads.



Searching is iterative

Try, look at what comes back, refine. That loop beats scrolling through one bad search.

Is This True? Evaluating Information



The internet does not sort itself into true and false for you.



Who is the source?

A known news organization, university or government site beats an anonymous post.



Does other coverage agree?

A shocking claim on one obscure site and nowhere reputable deserves scepticism.



The AI wrinkle

AI answers are sometimes confidently wrong and can invent facts and sources. A starting point to verify, not a final authority.



Is there bias?

Inform you, sell you something, or make you angry? A page selling a supplement is not neutral on health.



How current is it?

For fast-moving topics an old page may simply be wrong now.

Protecting Your Privacy While You Browse



Everything you do online can be tracked, but you have real controls.



Private / incognito windows

Don't save history on the device. Useful on a shared computer — but they don't make you invisible to websites.



Clear history, decline saved passwords

On a shared computer this keeps the next user out of your accounts.



Cookies

Small files sites use to remember you. Often harmless, also used to track you for ads. Manage or clear them in settings.



CAPTCHAs

How a site checks you're human rather than a bot. Normal and safe.



Awareness, not paranoia

Know what's tracked and choose your settings deliberately, especially on shared devices.

Words to Know

Say them, use them, own them

browser

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

cellular data

Internet delivered over the cell phone network (4G/5G), available almost anywhere but usually limited by a monthly data plan.

top-level domain

The last part of a web address (like .com, .org, .edu, .gov) that hints at the type of organization behind a site.

Wi-Fi

A wireless internet connection from a nearby router, common at home, school, and public places. Usually free and doesn't count against a phone data plan.

URL

The address of a web page (Uniform Resource Locator), typed into the address bar — for example, <https://www.example.org>.

The Source Investigator

Your turn — work through each part

- 1 Decode URLs**
Find three websites. Write each URL, identify the top-level domain and whether it uses https, and say what the domain tells you about who runs it.
- 2 Search Showdown**
Search a real question with vague words, then with specific words and a phrase in quotes. Compare the top results and explain which won.
- 3 Fact-Check a Claim**
Find a surprising claim. Evaluate it against all four questions — source, bias, agreement, date — and give your verdict.
- 4 Privacy Setup**
Explain when you would use a private window and what it does not hide, then change one privacy setting on a shared computer.

You've Got This

Tick every box you can do on your own

- | | |
|--|---|
| ☐ I can name common browsers and explain the difference between Wi-Fi and 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 effectively using specific terms, quotes, and filters | ☐ I can evaluate a source by asking who made it, its bias, agreement, and date |
| ☐ I understand that AI-generated answers can be confidently wrong and need verifying | ☐ I can use private browsing and explain what it does and doesn't do |
| ☐ I can explain what cookies and CAPTCHAs are | ☐ I can adjust privacy settings on a shared computer |



DIGITAL LITERACY · GRADES 9–12

Communicating and Creating

Email, Video Calls, and the Software That Runs School and Work

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

Chapter 4

Your Foundation for a Connected World

5 sections

10 slides

What You'll Learn

The big ideas in this chapter

IN THIS CHAPTER

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

Email, Video Calls, and the Software That Runs School and Work

1 4.1 Email: The Professional Standard

2 4.2 Video Calls: Being There from Anywhere

3 4.3 Creating Documents

4 4.4 Spreadsheets and Slides

5 4.5 Working Together in the Cloud

Email: The Professional Standard



Email is how school, work and organizations communicate formally.



The anatomy

A recipient, a subject line, a message — plus attachments, CC (visible copy) and BCC (hidden copy).



A clear subject line

So the reader knows what it is about before opening it.



Greeting and closing

“Hi Ms. Lee,” ... “Thank you, Alex.” No all-caps — it reads as shouting.



Reply All, wisely

It sends to everyone, which is often a mistake.



Email safety

Be careful with unknown senders and unexpected attachments, and sign out on shared computers.

Video Calls: Being There from Anywhere



Zoom, Google Meet, FaceTime and Teams now power classes, job interviews, remote work and telehealth.



The core controls

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



Setting up well

Light in front of you rather than behind, camera at eye level, a quiet space.



When it goes wrong

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



Telehealth counts

A private space matters more when the call is a medical appointment.

Creating Documents



Word and Google Docs run most written work in school and on the job.



Create, save and open

Chapter 2's skills in action — and know where it saved.



Cut, copy, paste, undo

The edits you use constantly.



Print or export as PDF

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



Format text

Size, color, font, spacing and alignment, plus bullets and numbering.



Insert images, tables and links

And check spelling and grammar before it goes anywhere.

Spreadsheets and Slides



Two tools with very different jobs, and one rule that matters more than any feature.



Spreadsheets

A grid of cells. The power is calculation — a formula starting with = adds or averages automatically, and data becomes a chart.



Slides

Add and arrange slides, insert text, images and video, apply a theme, and present.



Limited text per slide

Slides support you. They are not your script.



Readable and clearly titled

Text must stand out from the background, and every slide needs a clear title.

Working Together in the Cloud



Several people, one document — which creates exactly one decision you need to get right.



Sharing levels

View (read only), Comment (suggest but not change), or Edit (full access). You rarely want to give everyone Edit.



Comments and suggestions

Suggestion mode proposes changes the owner accepts or rejects — the backbone of group projects and feedback.



Version history

The cloud keeps past versions, so you can restore an earlier draft. This alone has saved countless projects.

Words to Know

Say them, use them, own them

email

Electronic mail — the standard way to send written messages, documents, and formal communication online, used by schools, jobs, and organizations.

video call

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

spreadsheet

A grid of cells (rows and columns) used to organize numbers and information, do calculations, and make charts — such as Microsoft Excel or Google Sheets.

presentation software

Tools like Microsoft PowerPoint and Google Slides used to make slideshows that combine text, images, and media to present information to an audience.

The Communicator's Toolkit

Your turn — work through each part

1**Write a Professional Email**

Write a complete email to a teacher or employer with a subject, greeting, body and closing. List three etiquette rules you followed.

2**Video-Call Ready**

Describe your ideal setup and list four controls you would need instantly. Note what you would change for a telehealth call.

3**Create Something**

Build a real artifact — a formatted document, a budget with a formula, or a short slideshow. Note three features you used.

4**Share Wisely**

Explain View, Comment and Edit, give an example of when each is right, and describe when you would use version history.

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 the core controls of a video call: mute, video, chat, and screen share | ☐ I can set up a good, private space for a video call or telehealth visit |
| ☐ I can troubleshoot common video-call problems | ☐ 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 apply presentation etiquette |
| ☐ I can choose the right sharing level: View, Comment, or Edit | ☐ I can use comments, suggestions, and version history to collaborate |



DIGITAL LITERACY · GRADES 9–12

Staying Safe and Smart Online

Protecting Your Accounts, Your Privacy, and Your Reputation

Protect accounts with strong passwords and MFA, recognize AI-powered scams, manage your digital footprint, and use social media wisely.

Chapter 5

Your Foundation for a Connected World

5 sections

10 slides

What You'll Learn

The big ideas in this chapter

IN THIS CHAPTER

Protect accounts with strong passwords and MFA, recognize AI-powered scams, 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 Recognizing 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



Cybersecurity starts at the front door of every account: the password.



Long

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



Unique

Never reused. If you reuse one and any site is breached, attackers try it everywhere.



Password managers and passkeys

One creates and stores unique passwords; the other replaces them with your fingerprint or face.



Add a second lock: MFA

A second proof beyond your password, like a code on your phone, so a stolen password alone isn't enough.

Recognizing Scams and Phishing



Phishing is the most common attack you will face — and modern scams are AI-powered, writing convincing messages and even cloning voices.



Urgency and fear

“Your account will be closed in 24 hours.” Panic makes people click without thinking.



Unexpected links or attachments

Don't click or download from messages you didn't expect.



Requests for passwords, codes or payment

Real organizations don't ask for your password. No one legitimate needs your MFA code.



Slightly-wrong details

Odd web addresses, misspellings, a “bank” emailing from a Gmail account.

Protecting Devices and Data



Beyond accounts, the hardware itself needs defending.



Lock your devices

A strong PIN, password or biometrics, so a lost phone doesn't hand over your whole life.



Use protection tools

Anti-malware, and download only from official stores.



Recognize secure sites

https, and only enter sensitive information on sites you trust.



Keep software updated

Updates patch security holes attackers already know about.



Back up your data

So ransomware, loss or a broken device doesn't erase your work.

Your Digital Footprint



The trail you leave online is permanent and consequential — and it cuts both ways.



The internet is permanent

Deleting a post doesn't guarantee it's gone. Screenshots and caches persist.



Two sources

What you actively post, and what's collected about you through browsing, shopping and searches.



It cuts both ways

A thoughtless post can cost you an opportunity. A thoughtful presence — projects, good work — can create one.



Manage it on purpose

Review privacy settings, think before posting, and periodically search yourself.

Social Media, Smartly



Sharing wisely is your responsibility, and the defaults are not set in your favor.



Public vs. private

A DM is not a public post — but even private content can be screenshotted. Nothing online is guaranteed private.



Guard personal information

Your address, school schedule and real-time location are the most useful to someone who means harm.



Actually set your privacy settings

Who can see your posts, tag you, or message you.



Account-linking risks

Using a social account to log into other sites, or accepting every request, expands your exposure.



Remember consequences

Likes, comments and shares are public actions that reflect on you, 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 malware.

passkey

A modern, passwordless way to sign in using your device's fingerprint or face scan instead of a typed password, making accounts much harder to steal.

phishing

A scam where an attacker pretends to be a trusted person or company (in an email, text, or message) to trick you into revealing passwords, money, or personal information.

password manager

A secure app that creates, stores, and fills in strong, unique passwords for all your accounts, so you only have to remember one master password.

multi-factor authentication (MFA)

A security method that requires a second proof of identity beyond your password — such as a code from your phone — so a stolen password alone isn't enough to break in.

digital footprint

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

Your Personal Security Audit

Your turn — work through each part

1**Password Check-Up**

Without writing any real password, assess reuse, length and where MFA is on. Plan two specific changes.

2**Spot the Scam**

Find or construct a phishing message. Identify three warning signs and state what you would do instead of clicking.

3**Footprint Search**

Search your name or a public username. Note what is findable, whether it is the impression you want, and one thing to change.

4**Settings in Action**

Open privacy settings on one account, review who can see your content, change one setting 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 what a password manager and passkeys are |
| ☐ I can explain multi-factor authentication and why it's so effective | ☐ I can recognize the warning signs of phishing and scams, including AI-powered ones |
| ☐ I know the right steps to take if I'm targeted 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 and consequential | ☐ I can explain how a digital footprint can both hurt and help me |
| ☐ I can distinguish public from private spaces on social media | ☐ I can manage privacy settings and share personal information wisely |