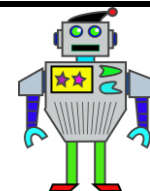
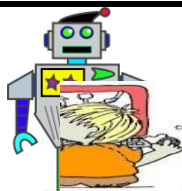


Digital Competency – Progression Step 2



Skill

Citizenship

Identity, Image and Reputation

- I can identify the differences between private and personal information and know when to disclose it.
- I can understand that providing information leaves a digital footprint.
- I am aware of simple rules for sharing images and data.
- I can identify and use strategies for protecting personal data and hardware, e.g. using secure passwords.

Health and Well-Being

- I can acknowledge age restrictions and suitability of digital media and devices, e.g. understand PEGI ratings, playing/watching inappropriate content/games, in-app purchases.
- I can identify and explain the advantages and disadvantages of digital media and devices, e.g. well-being effects of screen time.

Digital Rights, Licensing and Ownership

- I can explain when and how it is acceptable to use the work of others and why giving credit is a sign of respect.
- I can recognise watermarks and copyright symbols and understand why they are used.

Online Behaviour and Online Bullying

- I can use digital technology to communicate and connect with others locally and globally.
- I can explain the differences between offline and online communication.
- I can compose clear and appropriate messages in online communities and interact appropriately.
- I can identify different forms of bullying, including online bullying, and suggest strategies for dealing with it, e.g. follow the same rules when communicating face to face and online.

Interacting & Collaborating

Communication

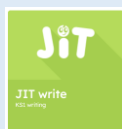
- I can exchange simple online communication using one or more types of technology, e.g. e-mail or video call.
- I can explain the advantages of communicating electronically, e.g. time saving, cost effectiveness, ability to have multiple users communicating simultaneously.



Microsoft Outlook or school email, Group email

Collaboration

- I can use online collaborative platforms to create and edit a file, e.g. word processing, presentation tools and spreadsheets.



Storing and Sharing

- I can save files to a specific location using an appropriate file name that is easily searchable.
- I can save work using different processes to avoid the loss of work.



Pr

Sourcing, Searching and Planning Digital Content

- I can plan a digital task, identifying success criteria to support the process.

- I can develop strategies for finding specific information/media using different techniques and keywords.

Creating Digital Content

- I can create, edit and organise multimedia components (text, images, sound, animation and video) in selected software as appropriate, such as:
 - text and images, e.g. change font type, size and style; highlight text to use cut, copy and paste; use bullet points; inserting images, crop and rotate.
 - presentation, e.g. add hyperlink using highlight; copy and paste; add, delete and reorganise slides.



Evaluating and Improving Digital Content

- I can give an opinion about my own work and suggest improvements based on the success criteria.

Problem Solving and Modelling

- I can break down a problem to predict its outcome.
- I can detect and correct mistakes which cause instructions (a solution) to fail (debug).
- I can create and record verbal, written and symbolic instructions to test ideas, e.g. the order of waking up through a diagram or flowchart.
- I can change instructions to achieve a different outcome.
- I can identify repetitions or loops in a sequence, e.g. identify where to shorten a set of instructions by repeating steps, for instance when learning a new song.



Data and Information Literacy

- I can collect, enter, organise and analyse data into different groups or formats, e.g. tables, charts, databases and spreadsheets.
- I can extract and evaluate information from tables and graphs to answer questions.