

DIGITAL CHAMPIONS



This Survey is based on the governments Essential Digital Skills Framework

Digital Learning Survey – essential digital skills

Skills checklist

Name:

Date:

Task/Activity	I am confident	I need more practice	I don't know how
Foundation skills			
I can turn on a device			
I can use the different controls on my device			
I know how to make my device accessible to my needs			
I know how to connect my device to Wi-Fi safely and securely			
I can connect to the internet and open a browser			
I understand that my passwords and personal information needs to be kept safe			
I can update and change my password when prompted to			
Communicating			
I can set up an email account			
I can communicate with others using email			
I can communicate with others using messaging Apps			

Task/Activity	I am confident	I need more practice	I don't know how
Communicating (continued)			
I can use word processing applications			
I can share documents with others as attachments			
I can communicate with others using video tools			
I can post messages, photographs, videos or blogs on social media platforms			
Handling information and content			
I understand that not all online information is reliable			
I can evaluate what online information may or may not be reliable			
I can use a search engine to find what I'm looking for			
I can use bookmarks to save and retrieve information on my browser			
I can access information from different devices			
I understand that the cloud is a way that I can store content and information remotely			
I can store my content and information using different folders on my devices and on the cloud			
I can use the internet to access and view films, music, games and books			
Transacting			
I can set up an account online that allows me to buy goods and services			

Task/Activity	I am confident	I need more practice	I don't know how
Transacting (continued)			
I can access and use public services online, including filling in forms			
I can use different payment systems to make payments for goods and services online			
I can upload documents and photos when required to complete online transactions			
I can fill in online forms when required to complete an online transaction			
I can manage my money and transactions online and securely through websites and Apps			
Problem solving			
I can use the internet to find information that helps me solve problems			
I can use the internet to find sources of help for a range of activities			
I can use online tutorials, FAQs, chat facilities and forums to solve problems and support me to use devices, software and Apps			
Being safe and legal online			
I understand the risks and threats involved in carrying out activities online and the importance of working securely			
I understand that viruses can damage my computer and that security software should be used to prevent this			

Task/Activity	I am confident	I need more practice	I don't know how
Being safe and legal online (continued)			
I understand that my online activity produces a permanent record which could be accessed by others and used both now and in the future			
I can secure my personal data against threats through privacy settings			
I understand that I must not share other people's data online without their consent			
I can respond to requests for authentication for my online accounts and emails			
I can set privacy settings on my social media and other accounts			
I can identify secure websites by looking for the padlock and the https in the address bar			
I can recognise suspicious links in emails, websites, social media messages and pop ups and know that clicking on them could put me and my computer at risk			
I understand that keeping my security software up to date is important and know how to update when prompted			
I understand that I can't take and use content (images and documents from the web) that belong to others without their permission			
I know how to back up my information or content either in the cloud or on another external storage device			