Digital Literacy Skills

3. Communication

Uses technology to safely communicate with others, recognizing the impact on digital footprints. Selects from numerous digital communication tools and platforms to meet personal and professional goals, adapting to evolving technology as needed.

#	Competency	Tasks
3.1	**Sends and Manages Email** Uses email for professional and personal communication, avoiding spam and phishing schemes. Uses tools and features of an email platform to organize and save communications and includes non-text features like attachments and images when appropriate.	☐ **Level 1:** Completes the process for creating an email account, composes, sends, and replies to emails, seeking assistance as needed. (C 3.1.1) ☐ **Level 2:** Composes and sends email messages, adds features to email communications, and demonstrates the use of tools to organize email communications. (C 3.1.2) ☐ **Level 3:** Optimizes email account settings and assesses the terms/limits established by an email provider. Demonstrates awareness of the security issues with email communication and the digital footprint that it creates. (C 3.1.3)
3.2	**Engages with Social Media** Uses social media to create, share, and view content. Monitors digital footprint and manages accounts and activity to maintain desired levels of privacy.	☐ **Level 1:** Identifies and describes the steps for creating an account on a social media platform and identifies the content shared by others. (C 3.2.1) ☐ **Level 2:** Identifies and describes the active use of a social media platform to share/exchange content with others and examines perceptions of posted content. (C 3.2.2) ☐ **Level 3:** Accesses and adjusts the settings associated with managing social media accounts. Assesses the privacy concerns and digital footprint created by social media content and formulates a plan to make necessary changes. (C 3.2.3)
3.3	**Selects Communication Tools** Uses other internet-based communication tools effectively. Strategically chooses tools for different purposes and contexts.	☐ **Level 1:** Explores and identifies internet communication tools. (C 3.3.1) ☐ **Level 2:** Demonstrates use of internet tools to communicate personally or professionally. (C 3.3.2) ☐ **Level 3:** Explores the settings in communication tools and adjusts them according to need. (C 3.3.3)

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