

Study Guide for Digital Literacy Final

1. What is Digital Literacy?

Knowing how to use the computer and the Internet for work, school and daily living.

2. Give several examples of Online Safety Rules.

Don't post personal information (where you live, full name, birthdate, school), don't meet up with someone you met online that you do not know in real life, use a secure password and change it often.

3. What does the phrase Digital Footprint mean?

Everything you post online can be seen by anyone and can stay on the Internet permanently to be seen by future friends, employers, school associates, etc. "Think Before You Post"

4. How many people can share a single user game?

Only one person can play a single version of a game at a time even with gameshare through Xbox for example, through accounts.

5. What do you need to know about Digital Commerce?

Be careful to purchase items through reliable sellers, check the reviews, so that you receive quality and your credit card information is safe. If you are meeting up with someone to buy something from a person you don't know, do not go by yourself. Do not buy or sell anything illegal.

6. What should you think about when evaluating a Website?

Check out who the author (editor) is, what is the domain (.gov, .org., .com) What is the purpose of the site? Is it to inform, are they trying to sell you something? Persuade you in some way?

7. Describe two ways to do a screenshot and what the difference is.

Control+Shift+Switch Window key (above the 6) capture a portion of the screen. Control+Switch Window key (whole screen)

8. How can you edit a .pdf?

Applications like DocHub allow you to edit .pdfs

9. Describe the importance of Digital Access.

People need access to the Internet because it is now an important part of our daily lives, including education, employment, banking, transfer of documents, communications, etc. When groups of people do not have access because of economics or geography they are at a big disadvantage. Libraries are a place with free access that must be preserved.

10. What does it mean if something is in the Public Domain?

If a book, movie, or piece of music is in the Public Domain, anyone can use it without permission and without paying the creator. Creators should still be credited.

11. Describe the importance of Digital Security.

You want to make sure your accounts are secure with complicated passwords and that your data is backed up so that important information is not stolen or lost. Protecting computers from viruses and malware will save you a lot of trouble.

12. What is an Acceptable Use Policy, and why is it important?

A set of rules that is used by an Internet access provider to get users to agree so that the provider cannot be held responsible for inappropriate use. Also, to make everyone aware of the set of rules for appropriate use.

13. What is important about the Fair Use Act?

U.S. Law that allows schools, newspapers, courts and researchers to use parts of copyrighted material for non-profit use. Parody is also allowed.

14. What does the acronym THINK stand for in regard to posting on social media?

T is it True?, H is it Helpful?, I is it Inspiring?, N is it Necessary?, K is it Kind?

15. What is Netiquette?

Rules for having manners online / Correct way of communicating using computers

16. Be able to recognize an email address.

Username @ host domain FOR EXAMPLE twinkletoes@hotmail.com

17. What is typing ergonomics?

Using proper posture while typing including, sitting up straight, having feet on the floor, computer monitor at eye level, keyboard at level for elbows to be 90 degrees.

18. What does the word bias mean in website evaluation?

When a publisher only tells you one side of a story and is opinionated rather than factual.

19. Describe how to conduct a search in Google.

Type in as many key words as possible or 4-5

20. What does the extension on the end of a URL tell you about the website?

The domain of a website, for example, .com, .gov, .net, .org can help you determine if the website is a business, or an organization (non-profit.....org), or if it's published by an university (.edu) This combined with the author and message can help you determine the credibility of the website.