

5 Digital Literacy Skills action guide

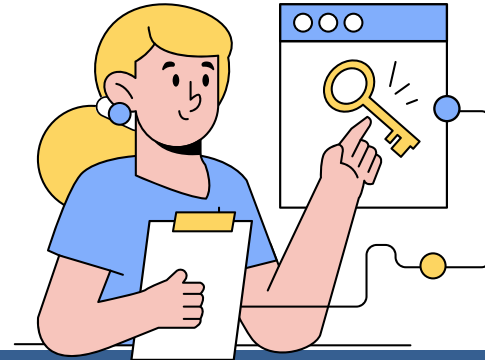
Each skill has age-level adaptations for elementary, middle, and high school

1. Good Time Manager
2. Reputation Protector
3. Kind Digital Connector
4. Effective Researcher
5. Smart Device User



1. Good Time Manager

Understand and use time effectively while navigating digital spaces. A balanced use of time can boost productivity and build healthy habits. Start with a [tech agreement like this one at Cyberwise](#).



Age	7-10	11-14	15-19
Goal	Set clear boundaries: Help your kids to set time limits for using digital devices.	Learn to prioritize: Teach prioritization of schoolwork and other important tasks over excessive device usage.	Develop self-regulation: Encourage the development of self-regulation habits for managing their time.
Action	See how much fun you can have offline in 30 minutes! Can you draw a picture, build a Lego castle, or read a story?	Think about how you currently spend your time on a typical day and create a “time budget.” Keep a diary and compare your “budget” estimates with how you actually used your time. Use the Cyber Civics lesson found in 1.Good Time Manager .	Challenge yourself to stick to specific check-in times for social media each day for a week. Can you do it?
Goal	Encourage other activities: Such as physical activities and hobbies outside of digital spaces.	Introduce tools: Find and use digital tools/apps that help in tracking and managing time effectively.	Encourage reflection: Encourage your kids to reflect on their digital use patterns and make conscious efforts to improve.
Action	Make a colorful to-do list with stickers and markers, listing all the cool non-digital things you want to do each day.	Using an app that helps you organize your day, make a schedule that includes time for both homework and your favorite games.	Start a diary where you write down how much time you spend online, what you’re doing, and how it makes you feel. Understanding patterns helps you know yourself better.



2. Reputation Protector

Understand the impact of your digital footprint and maintain a respectful and safe online presence that positively reflects your personality and reputation.



Age	7-10	11-14	15-19
Goal	Personal information safety: Teach your kids not to share personal information online.	Think before posting: Teach your kids to think critically before posting anything online.	Digital resume: Discuss the concept of a digital resume and its potential impact on college admissions and job opportunities.
Action	Play a game where you have to guess what information is safe to share online and what's not!	Create a list of things to think about before making a post online.	Start building your digital portfolio showcasing your school projects and achievements.
Goal	Respectful communication: Encourage respectful and kind communication while interacting with others online.	Imagine your digital billboard: What would you include? Think about how your reputation is like a billboard that lots of people will see! Use the lesson in 2. Reputation Protector	Encourage positive presence: Help your teens build a positive online presence by discussing what kind of things (accomplishments, volunteer experiences) are appropriate to share
Action	Role-play how to chat nicely and respectfully online.	Have a privacy settings treasure hunt where you learn to find and set the privacy settings on a favorite app.	Start an Instagram, TikTok or YouTube channel about a hobby or subject you love OR look at your social media profiles through the eyes of an employer or admissions officer.



3. Kind Digital Connector

Promote positive digital citizenship by understanding how to communicate respectfully online and how to deal with challenges such as cyberbullying.



Age	7-10	11-14	15-19
Goal	Encourage empathy: Remind your children that behind every screen is a real person with real feelings. Encourage them to be empathetic and understanding when communicating online.	Educate on cyberbullying: Have open discussions about the consequences of cyberbullying and how to avoid engaging in it.	Mental health: Discuss the impact of digital interactions on mental health and encourage healthy dialogue.
Action	Create a digital heart poster where you write down kind messages to share online. Share your messages with friends.	Be an upstander! When bullying happens online, lots of people see it and they can be an upstander and step in to put a stop to it. Write a short story or comic strip that includes a bully, a target, a bystander and an upstander. What does each person say? Be sure your child knows what to do, use Lesson 3: Kind Digital Connector .	Start a digital awareness challenge with your friends and put what you learned from the journal exercise into practice. Take breaks from activities that add to your stress or make you feel bad. Plan a time to step from online spaces for a day or two.
Goal	Reporting issues: Teach your kids to report any bullying or inappropriate behavior they encounter online and off.	Safe spaces: Encourage your kids to create and engage in positive and safe digital spaces.	Leadership: Encourage your teens to take on leadership roles in promoting positive digital citizenship in their communities.
Action	Make a superhero badge that you can wear when you help keep the internet safe by reporting anything inappropriate to an adult.	Imagine a place or community online where everyone is kind and supportive. Ask your children if they have experienced such places online.	Design a workshop to share with other teens what you've learned about being a kind digital connector



4. Effective Researcher

Develop the skills to locate, evaluate, and use digital information efficiently and accurately for academic and personal growth.



Age	7-10	11-14	15-19
Goal	Basic research skills: Teach your kids basic skills such as using a search engine to find information.	Advanced search techniques: Teach your kids advanced search techniques, such as using specific keywords and phrases.	Academic research: Guide your teens in conducting academic research using scholarly databases and journals.
Action	Be a detective for a day! Use search engines to find facts about your favorite animal and make a cool presentation to show your family.	Become a search wizard by learning search techniques to find and confirm the information you're looking for online.	Seek out some videos or courses to understand what it means to do academic research. It will give you a real advantage in school and college.
Goal	Source reliability: Begin introducing the concept of reliable vs unreliable sources.	Critical thinking: Encourage critical thinking and evaluation of the sources they find.	Citation: Discuss the purpose of citations--giving credit to others for their work--and help your teens find sources on how to do it correctly.
Action	Let's play true or false! Find information online and guess whether it is true or false, then check to see if you were right.	Be sure your children know the 3 questions to ask when they evaluate online information they find questionable: 1) Who is behind the information, 2) What is the evidence for their claims and 3) What do other sources say? Use Lesson 4: Effective Researcher .	Create a "citation guide" poster for your classmates, with an explanation of when you need to give others credit and examples of how to cite text, images, and videos.



5. Smart Device User

Understand the best practices for using digital devices safely and responsibly, including the care and maintenance of the devices.



Age	7-10	11-14	15-19
Goal	Device care: Teach your kids the basics of taking care of devices, like not eating while using a device.	Cybersecurity basics: Introduce your kids to the basics of cybersecurity.	Be aware of Catphishing : This is when a scammer online pretends to be someone they are not in order to befriend you.
Action	Have a "device cleaning day" where you learn to clean your devices safely!	Be sure your children know what is safe to share online and what is not. See Lesson 5: Smart Device User . Practice the three W's: 1) Who is contacting you?; 2) Why are they contacting you?; 3) What do they want?	Discuss how this is a serious threat to teens today, and if they ever encounter this they should immediately tell a trusted adult or report it to the platform where it happens.
Goal	Safe usage: Teach your kids to use devices in a safe environment, avoiding places like bathrooms or near water sources.	Responsible downloading and fair use: Teach your kids the importance of only downloading apps or content from trusted sources to avoid malware and violating copyright.	Regular updates: Encourage your kids to regularly update their devices, software and check their settings to ensure security and optimal performance.
Action	Create a safety poster showing all the ways to keep your devices in good shape. Discuss with your parents what happens if you break or lose something.	Make a list of tips on how to download apps and content safely, avoiding bad stuff like viruses or copyright violations.	Create a reminder system, maybe with stickers or alerts, to help you remember to check for updates regularly.



For more information about lessons, please visit www.cybercivics.com



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