

# Life Skills Development

## Digital Literacy

### Workbook





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# Introduction

This edition is part of Edufrienz's exclusive content to support your children's positive learning and development. Our Learn About series will highlight essential topics for the child to learn and adopt daily. The benefits of associating with learning from the examples aid in supporting their nurturing of good traits and behaviors.

This Digital Literacy Workbook helps children learn about using online gadgets and resources safely and responsibly. We will explore topics like online safety rules, responsible internet browsing, and how to use technology to learn and grow positively.

**No. of Pages:** 19

**Recommended for Ages:** 9 years old & above

## **Activity Outcome:**

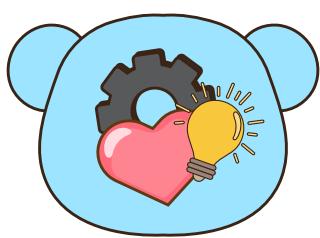
Students can identify and apply rules to safely and responsibly use online gadgets and resources.

# What is Social Emotional Learning (SEL)

It is the process of developing the knowledge, skills, and attitudes to understand and manage emotions, build positive relationships, and make responsible decisions.



Strong social and emotional skills are connected to better academic performance. Learning about emotions, staying focused, and building friendship with classmates empowers children to become engaged learners and reach their educational goals.



Children learn to navigate social situations, build healthy relationships, and develop emotional resilience, empowering them to manage stress, cope with challenges and build self-esteem.



SEL teaches children to make sound decisions, understand consequences, and develop empathy. It sets them on a path of positive life choices, promoting responsible behavior, healthy relationships and overall well-being.

## What is Digital Literacy

Digital literacy is like being a smart explorer in the online world. It means using computers, tablets, and phones safely and in a smart way.

It is like having a secret map to help you find great things online and stay safe while you explore.



### Let Us Discover



# Key Points about Digital Literacy

## 1 THINK BEFORE YOU CLICK

Be careful before clicking links, downloading files, and sharing personal information online.



## 2 STRANGER DANGER ONLINE

Never share your name, address, or school with people you do not know online.



## 3 PASSWORD PROTECTION

Create strong passwords and never share them with anyone.



## 4 SCREEN TIME LIMITS

Set limits on screen time. Too much screen time can affect sleep, health, and social interactions. Take breaks and do other activities such as reading or spending time with family and friends.



## 5 CHECK YOUR SOURCES

Not everything you read or see online is true. Check information from multiple sources.



## 6 BE KIND ONLINE

Treat others with respect online. Avoiding cyberbullying. Use correct language, and think about how your words affect others.



## 7 PROTECT YOUR PRIVACY

Understand the importance of privacy settings on social media and other online platforms and be careful with what you share online.



## 8 USE TECHNOLOGY FOR LEARNING AND GROWTH

Use educational games and apps that can help you learn Math, Science, and other subjects to make learning fun.



## Why is digital literacy important for children?

### Self-Awareness

Children learn how their online behavior affects them and others.



### Self-Management

Children learn to manage their emotions, such as frustration from games or disappointment with online comments.



### Social Awareness

Children understand how online actions can impact others and respect the online community.



### Relationship Skills

Children learn to communicate clearly and respectfully online.



### Responsible Decision-Making

Children learn to make responsible decisions about how to use technology in a smart way and think before sharing information online.





## Let Us Practice: Get Ready

### Think before you Click Maze

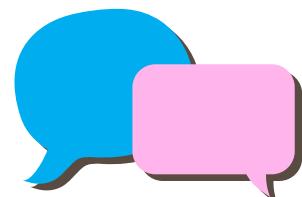
Let us navigate the internet safely! Find the path to the finish line by choosing only the safe online actions. Avoid the paths with unsafe online actions.



# Password Creation Game

- Read each password carefully.
- Decide if it's a **STRONG** password or a **WEAK** password.
- Color the **STRONG** password's lock green and the **WEAK** passwords red.

Remember that strong passwords are like secret codes that are hard to guess!



**Password123**



**MyDogSparky123**



**Putting your birthday**



**00000000**



**SuperSecret**



**123456**



**P@\$\$w0rd123**



**Myfullname**



## Let Us Talk About It

### Using Screens In a Smart Way

Screens can be a lot of fun! You can learn new things, play games, and connect with friends. But it is important to use them in a smart way.

#### Recommended Age-Appropriate Screen Time Limits

- Under 18 months: No screen time unless for video chatting.
- 18 months to 6 years: Less than 1 hour a day.
- 7 to 12 years: Less than 2 hours a day unless related to schoolwork.

Source: Ministry of Health Singapore ( <https://www.moh.gov.sg/others/resources-and-statistics/guidance-on-screen-use> )

# Signs of Excessive Screen Time

### Sleeping Problems

Having trouble falling asleep and waking up.



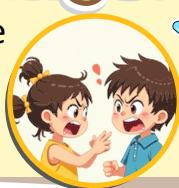
### Academic Issues

Falling grades, trouble concentrating on schoolwork, and losing interest in learning.



### Behavioral Changes

Gets upset easily, having trouble paying attention, anger, avoiding others, and lying.



### Social & Emotional Issues

Spending less time with others, more stress and sadness, and facing trouble controlling feelings.



### Physical Symptoms

Tired eyes, bad sitting habits and weight gain.



# Active vs. Passive Use Habits

## Active Screen Use

Educational games, video calls with family

## Passive Screen Use

Watching TV, scrolling through social media

**Choose activities that help you connect with others, learn, and be creative**

## Healthy Screen Use Habits

- Watch the media with your family and talk about what you see.
- Choose fun and educational content for the right age.
- Limit screen time before bedtime.
- Encourage using screens to learn or play actively.
- Reduce screen on when you are not using them



## Create a Balance Day

Screen time should be balanced with physical activity, sleep, and time with family and friends. Make time for play, reading and being outdoors.



## Screen-free zones

- Set screen-free zones at home, such as bedrooms and during mealtimes.
- Make a "Screen Time Family Agreement" with rules for using screens.



## Ways to Practice Digital Literacy



# BE SMART!

**S****SAFE:**

Keep personal information safe and use strong passwords.

**M****MEET:**

Do not meet people you meet online alone.

**A****ACCEPT:**

Accept files from known or reliable sources only.

**R****RELIABLE:**

Know where information comes from online.  
Only trust information from reliable sources.

**T****TELL:**

- Tell an adult if you see online bullying or anything unsafe.
- Ask for help if you face an online problem.

# Digital Footprint & Online Safety

## What is a digital footprint?

It is everything you post, share, like, or that others post about you. It can be seen by everyone. Only post things you would be proud for everyone to see, be kind, share useful information.

## Positive Footprint

Common and important actions you can take!

### Think Before You Post/Share:

- Only post things that make me feel proud.
- Ask myself: 'Would I be okay with my teacher, parents, or grandparents seeing this?'
- Do not share anything that might embarrass or hurt someone else.
- Consider if what I am posting is true.



### Be Kind and Respectful Online (Netiquette):

- Use polite words and respectful language in comments and messages.
- Do not join in if someone is being mean online; report it instead.
- Offer positive comments to friends.
- Treat others online the way I want to be treated offline.



### Protect My Privacy and Others':

- Do not share personal information like my address, phone number, or school name online.
- Ask permission before posting pictures or videos of others.
- Be careful about what information I 'like' or 'repost' if it contains personal details.
- Keep my passwords secret and use strong ones.



### Focus on Positive Content:

- Share things that are helpful, funny, or interesting.
- Post about my hobbies, talents, or positive experiences.
- Use the internet to learn new things or connect with positive communities.





## Let Us Practice: Work Together

### Spot the Fake

This activity is best done in class or with family. Ask your teacher or parents to help gather the different resources.

#### Materials:

A collection of online contents: news articles, social media posts, pictures, and videos.

Include examples of reliable sources (e.g., reputable news websites, educational websites) and unreliable sources (e.g., clickbait articles, misinformation, propaganda).

#### Instructions:

1. Look at the different types of online content.
2. Check if each piece of content is reliable.
3. Ask questions such as:
  - a. Who made this content?
  - b. Why is it made?
  - c. Is this information accurate and fair?
  - d. Can I find this information from other trusted sources?

#### How do we check if the information can be trusted?

- It comes from trusted sources such as news, research, or educational websites.
- It is found in multiple places.
- Ask trusted adults to help to check it.

## Practicing Digital Literacy

Think about how you would react or say in these scenarios. Write your answer on the screens.

1. You have been on your tablet for 2 hours. Your friend asks if you want to play online together until midnight.



2. You get a rude message from someone you do not know on social media. They make fun of the way you look.



3. A classmate posts embarrassing photos of you online without asking.



4. Your friend asks you for your password so they can play a game on your account.



5. You feel you are spending too much time on screens, and it is affecting your sleep and mood.



You may also role-play the different reactions with your family or classmates.



## Let Us Remember

- Digital literacy is about using the internet safely and in a smart way.
- It is about thinking carefully about what you see online, keeping your personal information safe, and being kind to others.
- It helps children learn, stay safe, and talk to others nicely, while making time for fun activities like playing outside, sleeping well, and spending time with family and friends.
- It is important to not spend too much time on screen.
- A good balance includes checking facts, accepting different views, and asking for help when you need it.





## Let Us Practice: Work Alone

### Digital Literacy Quiz

Fill in the blanks to complete the sentences. Choose your answer from the box.

**cyberbullying**

**balanced day**

**strong**

**trusted**

**less**

**respectful**

**safe**

**active**

1. Sharing someone's personal information without their permission is called \_\_\_\_\_.
2. It is important to use \_\_\_\_\_ passwords that are not easy for others to guess.
3. Create a \_\_\_\_\_ that includes physical activity, sleep, and time to spend with family and friends.
4. If you see something online that makes you feel uncomfortable, you should tell a \_\_\_\_\_ adult.
5. I will practice \_\_\_\_\_ screen time.
6. Using technology to learn, create, and connect with others is an example of \_\_\_\_\_ screen time.
7. Practice \_\_\_\_\_ online behavior and avoid online dangers.
8. Always be kind and \_\_\_\_\_ to others online.

## Digital Literacy Pledge

A pledge is a promise to oneself or others to do something. Read this pledge, and you can add your own ideas. Write your pledges in your own words and make them personal and important to you..

I, \_\_\_\_\_ (write your name) pledge  
to be digitally literate. I will:

- Limit the use of screens.
- Use kind words and respect others online.
- Think before I post. I will consider how my words and actions affect others online.
- I will never share my passwords or personal details with strangers.

• \_\_\_\_\_

• \_\_\_\_\_

• \_\_\_\_\_

\_\_\_\_\_  
Signature

# Screen Tracker

Write down how much time you spend on screen each day. Use the chart to note when you start and stop, add up your total screen time. Think of other fun things you could do instead. Ask yourself if you had a good balanced day.

# ANSWER KEY

**cyberbullying**

**balanced day**

**strong**

**trusted**

**less**

**respectful**

**safe**

**active**

1. Sharing someone's personal information without their permission is called **Cyberbullying**.
2. It is important to use **Strong** passwords that are not easy for others to guess.
3. Create a **Balanced day** that includes physical activity, sleep, and time to spend with family and friends.
4. If you see something online that makes you feel uncomfortable, you should tell a **Trusted** adult.
5. I will practice **Less** screen time.
6. Using technology to learn, create, and connect with others is an example of **Active** screen time.
7. Practice **Safe** online behavior and avoid online dangers.
8. Always be kind and **Respectful** to others online.

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