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| **Digital Literacy Glossary** |
| A |
| **access controls**  Security techniques that allow an owner of content to control or regulate who can view or use it. Access controls are a means of determining who is authorised to and able to access content. |
| access data  The process of obtaining data from an existing source such as content in shared folders and public databases. |
| advanced search functions  Words and prefixes used in a search engine that narrow the focus of a web search, e.g. using Boolean search operators or required terms will return targeted results. |
| automate  Process of using software features to achieve a result rather than repetitive manual instructions, e.g. using a formula in a spreadsheet to repeatedly calculate values. |
| B |
| backup (online)  The process of copying and storing data remotely over the internet. Online backups (or cloud backups) also make it easier to access files from different digital tools. |
| C |
| consent  Informed and freely given agreement to engage in an activity, or permission for a specific thing to happen. This could include agreement on what personal data can be shared online. |
| content  Output created using digital tools, e.g. a greeting card, a timeline, an essay, digital art, a chart, an animation, a 3D model, a presentation, an interactive visualisation and a podcast. |
| criteria (search terms)  Measures or standards used as a basis for selecting relevant information, e.g. only using information that is free to use or share and restricting searches to images only. |
| curating posts  Act of selecting and organising posts created by others that are shared with your own audience. These curated posts are often shared through social media, blogs and newsletters. |
| D |
| data  A general term for a set of observations or measurements collected during an investigation. Primary data is collected by the user; secondary data is collected by others. |
| digital footprint  The total set of traceable data left behind by a person using digital tools. A person’s digital footprint includes active data (e.g. emails) and passive data (e.g. browser history). |
| digital identity  How an individual is represented or perceived online, often via comments or social media posts e.g. a person's digital identity can be based on their activities, connections or tags. |
| digital tools  Digital hardware, software, platforms and resources used to develop and communicate learning, ideas and information, e.g. software and hardware to compose and record music. |
| E |
| emerging digital tools  Hardware, software, platforms and digital resources whose development and applications are not yet realised or widespread, e.g. robotics, artificial intelligence, augmented reality. |
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| H |
| healthy and productive use  Applying habits or rules when using digital tools that have a positive effect on a person's digital wellbeing as well as in other purposeful endeavours such as achieving positive results in learning. |
| I |
| interactive tools  Software that supports users being able to change the behaviour, view or results by providing some input. Interactive tools (e.g. spreadsheets) help users draw conclusions and make predictions. |
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| M |
| multidimensional data  Data that has many dimensions and values. The data is structured in many rows and columns and can be modelled and viewed in multiple dimensions, facilitating interpretation. |
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| O |
| online behaviour  Actions taken when interacting with others in an online environment, e.g. behaviour should be respectful, inclusive, positive and proactive to minimise risks and harmful treatments. |
| online safety  The practice of individuals protecting themselves and others from online harm and risks, which might jeopardise their personal information, lead to unsafe communications or affect their mental health and wellbeing. |
| online social interactions  Exchanges between individuals when using online tools that are typically informal, e.g. the interactions could relate to playing games or sharing experiences within a sporting group. |
| online tools  Digital hardware, software, platforms and resources that are connected and support communications between users. Examples of online tools include websites for online shopping and fitness apps. |
| P |
| personal data  Data and information that can readily identify an individual, e.g. a person's name, signature, home address, email address, photographs, phone number and date of birth. |
| planning tools  Software that assists in setting out the tasks, their time allocations, resources and responsibilities in collaborative work, e.g. timeline tools and spreadsheets. |
| privacy policies  Statements that explain how organisations or parties will use, disclose and manage an individual's information. The policies should be designed to securely ensure an individual's or entity's privacy. |
| project management tools  Software that supports the planning and tracking of projects. Project management tools provide visualisations of the workflow, timeframe and resources involved in completing a project. |
| Q |
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| R |
| relationships  The stimulus and effect that can be more easily inferred when data is visualised, e.g. inferences can be drawn from a chart showing ice cream sales and daily temperatures. |
| S |
| search engines  Software programs that help people find information they are looking for online. A search engine searches for and identifies items in its database that correspond with specified keywords. |
| T |
| troubleshoot  Ability to solve technical problems by tracing and correcting faults, e.g. restart a digital tool or ensure cables are correctly connected. |
| trusted adults  Reliable people who children feel comfortable talking to if they are upset or need help when engaged in online activities. They might include family members, carers, teachers. |
| trusted groups  Reliable friendship or formal groups (e.g. school groups) in which children feel confident and safe in when communicating and collaborating online. |
| U |
| unhealthy usage  Using digital tools in a way that is not balanced or conducive to a person's health, e.g. responding to all notification sounds and spending excessive time on-screen. |
| V |
| visualise data  Process of presenting data in a summarised form to help with communication and analysis, e.g. sorting and presenting data as a chart showing spending trends to help make financial decisions. |
| W |
| wellbeing  The capacity to look after a person's physical and mental health, safety and relationships when using digital tools. It involves developing and maintaining a healthy relationship with digital tools. |
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