

## 4. Information Literacy

*Finds information online that assists in accomplishing personal and professional goals and evaluates information and shares it digitally in an ethical, responsible manner.*

#	Competency	Tasks
4.1	<p><b>Compares Online Search Results with Objectives</b> Solves problems by identifying the type of information needed and by describing how it will help to accomplish goals.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Level 1:</b> Identifies a problem and selects from explicitly provided online sources of information that could be used to solve it. (IL 4.1.1)</li> <li><input type="checkbox"/> <b>Level 2:</b> Identifies a problem to be solved, draws upon existing knowledge to select the online sources of information needed, and outlines the steps to reach the goal. (IL 4.1.2)</li> <li><input type="checkbox"/> <b>Level 3:</b> Identifies a problem to be solved, selects information from a wide variety of online sources, and establishes an organized approach to reaching goals, reflecting upon the process and making adjustments as necessary. (IL 4.1.3)</li> </ul>
4.2	<p><b>Optimizes Online Search Strategies</b> Uses effective search strategies to find information online that will help to achieve goals.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Level 1:</b> Follows explicit directions to complete a search for information relevant to goals. (IL 4.2.1)</li> <li><input type="checkbox"/> <b>Level 2:</b> Uses basic search strategies with increasing independence to complete a search for information relevant to goals. (IL 4.2.2)</li> <li><input type="checkbox"/> <b>Level 3:</b> Uses advanced search strategies to find information relevant to goals. (IL 4.2.3)</li> </ul>
4.3	<p><b>Assesses Reliability of Search Results</b> Locates reliable online sources of information by evaluating and comparing multiple sources.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Level 1:</b> Describes the qualities of reliable online information and identifies these qualities in information found or provided, seeking assistance as needed. (IL 4.3.1)</li> <li><input type="checkbox"/> <b>Level 2:</b> Describes the qualities of reliable and unreliable online information, discriminating between sources with increasing independence. (IL 4.3.2)</li> <li><input type="checkbox"/> <b>Level 3:</b> Assesses the reliability of a wide variety of online information sources, using multiple points of reference to assess the reliability of any given piece of information. (IL 4.3.3)</li> </ul>
4.4	<p><b>Demonstrates Expanded Topic Knowledge</b> Uses online information to expand content knowledge, makes claims that are supported with evidence, or creates a unique artifact.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Level 1:</b> Describes how at least one piece of information found online expands understanding of a topic, helps make a claim that is supported with evidence, or aids in the creation of a unique artifact. (IL 4.4.1)</li> <li><input type="checkbox"/> <b>Level 2:</b> Employs two to three pieces of information found online to expand content knowledge, make a claim that is supported with evidence, or create a unique artifact. (IL 4.4.2)</li> <li><input type="checkbox"/> <b>Level 3:</b> Employs several pieces of information they have found online, drawing from a variety of sources to expand their understanding of a topic, make a claim that is supported with evidence, or create a unique artifact. (IL 4.4.3)</li> </ul>

# Digital Literacy Skills

#	Competency	Tasks
4.5	<p><b>Complies with Intellectual Property Controls</b> Shows a respect for intellectual property by accurately citing sources, avoiding plagiarism, and obeying copyright law.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Level 1:</b> Identifies the owner of a piece of information found online. (IL 4.5.1)</li> <li><input type="checkbox"/> <b>Level 2:</b> Identifies and gives credit to the owner of a piece of information found online. (IL 4.5.2)</li> <li><input type="checkbox"/> <b>Level 3:</b> Identifies and gives credit for a piece of information found online, in addition to modifying or repurposing it (where licensing allows). (IL 4.5.3)</li> </ul>
4.6	<p><b>Shares Online Content Appropriately</b> Shares online information or novel creations demonstrating comprehension of the purpose, audience, and potential impact of what is being shared.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Level 1:</b> Explains the potential impact of digitally sharing a predefined piece of information with a predefined audience. (IL 4.6.1)</li> <li><input type="checkbox"/> <b>Level 2:</b> Digitally shares a piece of information or novel creation with a predefined or self-defined audience, using cause and effect to predict the potential impact of what is being shared. (IL 4.6.2)</li> <li><input type="checkbox"/> <b>Level 3:</b> Identifies potential digital audiences for a piece of information or novel creation, demonstrating the ability to limit with whom the information or creation is shared. (IL 4.6.3)</li> </ul>

## References

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- Northstar Digital Literacy (2021). *Standards for Essential Computer Skills (V2.0)*. Literacy Minnesota.
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- Wedlake, S., Lothian, K., Keyes, D., & Coward, C. (2019). *Digital skill sets for diverse users: A comparison framework for curriculum and competencies*. Seattle Digital Equity Initiative.