

Survey: Digital literacy – specific skills (Adults)

Age:	18-28 <input type="checkbox"/> 29-39 <input type="checkbox"/> 40-50 <input type="checkbox"/> 51-61 <input type="checkbox"/> 62+ <input type="checkbox"/>
Gender:	Female <input type="checkbox"/> Male <input type="checkbox"/>
Date:	

1. Hardware and software

How confident are you with:	Very	Somewhat	Not very
Operating a personal computer (e.g. open/shut down, manage settings, access and use applications)			
Operating word-processing applications (e.g. create documents, customise, format, add tables/ images, print)			
Using digital devices (e.g. digital cameras, eReaders, preparing for use, setting up, access and use basic connectivity devices)			
Operating spread-sheet applications (e.g. create, customise, embedding formulas, using filters and summaries)			
Operating presentation packages (e.g. create, customise, format, add/ remove slides, print)			
Using personal productivity tools (e.g. calendar and contact management, meeting requests, distribution lists)			

2. Finding information online

How confident are you with:	Very	Somewhat	Not very
Following hyperlinks			
Browsing through indexes and links to search for specific information			
Speed-reading a web page to quickly access its relevance to your search			
Using search engines efficiently and effectively			
Using advanced search options (AND, OR, quotation marks etc.)			
Subscribing to a news feed or podcast feed to get updates			

3. Using online information

How confident are you with:	Very	Somewhat	Not very
Printing part of a web page or document			
Annotating and highlighting a document on screen			
Recording a text from the web in notes and identifying the source			
Downloading podcasts and vodcasts to a portable player			
Organising and classifying bookmarks and downloaded files			
Sharing a URL by email or social bookmarking			
Sharing files (legally) with others			
Converting a document to PDF format			

4. Creating online information

How confident are you with:	Very	Somewhat	Not very
Writing a web page (or blog entry)			
Writing a document as part of a group, tracking changes, adding comments etc.			
Adding comments to web pages, forums and blog entries			
Starting and managing an online discussion			
Recording audio and video			
Editing and sharing audio and video			

5. Digital concepts

How confident are you with:	Very	Somewhat	Not very
The digital information lifecycle – what happens to the things you put online			
Who owns information and ideas that you find online			
How copyright restricts the copying and sharing of information and files online			
Controlling privacy, security and access permissions of your online content			
The trustworthiness of online sources			
Using other people's work without committing plagiarism			

6. Cybersafety

How much do you know about:	A lot	A little	Not much
Cyberbullying (causes, prevalence, approaches to reduce prevalence)			
eSecurity (using safe passwords, anti-virus software, online fraud)			
Inappropriate, offensive and illegal online behaviour (sexting, cyber-stalking etc.)			
The processes for reporting illegal online behaviour			
Keeping children safe online			
Other (please list)			

eSmart Schools Program Support contact phone 1300 592 151 or email esmart@amf.org.au

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