

ICDL DIGITAL STUDENT

Information & Collaboration Essentials



The Information & Collaboration Essentials module provides students with essential knowledge and skills needed to efficiently search for, evaluate and organise online information, interact and communicate safely and responsibly, manage their digital footprint, and use collaborative tools.

While students may be proficient in using phones and devices, they often lack the digital skills necessary as they progress through school. To foster effective learning and maintain their well-being, it's crucial for students to master the ability to critically evaluate online information, safeguard their online safety, interact responsibly, preserve their digital reputation, and engage in collaborative learning experiences.

This module is designed to empower students with the digital skills that are crucial for both their educational journey and life.

**Empowering
School
Students with
Essential Skills
for Learning
and Life**

Information and Collaboration Essentials is part of ICDL DIGITAL STUDENT, a set of modules designed to meet the digital skills requirements of students.

Main learning outcomes

Successful students will gain the essential digital skills required to support their learning development. After passing this module, students will feel confident searching for information online, communicating safely and responsibly, managing their digital footprint, and using collaborative tools efficiently. They will be able to:

- understand key information concepts and how to use devices responsibly
- define an information need and search efficiently for online information
- critically evaluate sources, search results and organise online information
- interact and communicate safely online and manage digital footprint
- setup online accounts and use collaborative tools such as online storage, social networks, and online meeting applications

Module Overview	
Category	Skill Set
Information Concepts and Device Use	• Key Concepts • Responsible Screen Use
Information Search	• Efficient Information Search • Evaluating Online Information • Advanced Search • Appropriate Content Use • Organising Information
Online Safety and Digital Footprint	• Safe and Responsible Online Interactions • Managing a digital footprint
Using Online Collaborative Tools	• Set up Accounts • Online Storage • Social Media • Online Meetings

Why certify with ICDL?

- ICDL is the global leader in digital literacy learning and certification
- ICDL modules are designed and updated by global subject matter experts, providing a standardised certification of skills and knowledge
- ICDL is used by thousands of schools around the world
- ICDL has rigorous Quality Assurance Standards (QAS) and regular quality audits are conducted internally and externally

