

	Basic user	Independent user	Proficient user
Information processing	<p>I can look for information online using a search engine.</p> <p>I know not all online information is reliable.</p> <p>I can save or store files or content (e.g. text, pictures, music, videos, web pages) and retrieve them once saved or stored.</p>	<p>I can use different search engines to find information. I use some filters when searching (e.g. searching only images, videos, maps).</p> <p>I compare different sources to assess the reliability of the information I find.</p> <p>I classify the information in a methodical way using files and folders to locate these easier. I do backups of information or files I have stored.</p>	<p>I can use advanced search strategies (e.g. using search operators) to find reliable information on the internet. I can use web feeds (like RSS) to be updated with content I am interested in.</p> <p>I can assess the validity and credibility of information using a range of criteria. I am aware of new advances in information search, storage and retrieval.</p> <p>I can save information found on the internet in different formats. I can use cloud information storage services.</p>
Communication	<p>I can communicate with others using mobile phone, Voice over IP (e.g. Skype) e-mail or chat – using basic features (e.g. voice messaging, SMS, send and receive e-mails, text exchange).</p> <p>I can share files and content using simple tools.</p> <p>I know I can use digital technologies to interact with services (as government, bank, hospitals).</p> <p>I am aware of social networking sites and online collaboration tools.</p> <p>I am aware that when using digital tools, certain communication rules apply (e.g. when commenting, sharing personal information).</p>	<p>I can use advanced features of several communication tools (e.g. using Voice over IP and sharing files).</p> <p>I can use collaboration tools and contribute to e.g. shared documents/files someone else has created.</p> <p>I can use some features of online services (e.g. public services, e-banking, online shopping).</p> <p>I pass on or share knowledge with others online (e.g. through social networking tools or in online communities).</p> <p>I am aware of and use the rules of online communication ("netiquette").</p>	<p>I actively use a wide range of communication tools (e-mail, chat, SMS, instant messaging, blogs, micro-blogs, social networks) for online communication.</p> <p>I can create and manage content with collaboration tools (e.g. electronic calendars, project management systems, online proofing, online spreadsheets).</p> <p>I actively participate in online spaces and use several online services (e.g. public services, e-banking, online shopping).</p> <p>I can use advanced features of communication tools (e.g. video conferencing, data sharing, application sharing).</p>
Content creation	<p>I can produce simple digital content (e.g. text, tables, images, audio files) in at least one format using digital tools.</p> <p>I can make basic editing to content produced by others.</p> <p>I know that content can be covered by copyright.</p> <p>I can apply and modify simple functions and settings of software and applications that I use (e.g. change default settings).</p>	<p>I can produce complex digital content in different formats (e.g. text, tables, images, audio files). I can use tools/editors for creating web page or blog using templates (e.g. WordPress).</p> <p>I can apply basic formatting (e.g. insert footnotes, chart, table) to the content I or others have produced.</p> <p>I know how to reference and reuse content covered by copyright.</p> <p>I know the basics of one programming language.</p>	<p>I can produce or modify complex, multimedia content in different formats, using a variety of digital platforms, tools and environments. I can create a website using a programming language.</p> <p>I can use advanced formatting functions of different tools (e.g. mail merge, merging documents of different formats, using advanced formulas, macros).</p> <p>I know how to apply licences and copyrights.</p> <p>I can use several programming languages. I know how to design, create and modify databases with a computer tool.</p>

Safety	<p>I can take basic steps to protect my devices (e.g. using anti-viruses and passwords). I know that not all online information is reliable.</p> <p>I am aware that my credentials (username and password) can be stolen. I know I should not reveal private information online.</p> <p>I know that using digital technology too extensively can affect my health.</p> <p>I take basic measures to save energy.</p>	<p>I have installed security programmes on the device(s) that I use to access the Internet (e.g. antivirus, firewall). I run these programmes on a regular basis and I update them regularly.</p> <p>I use different passwords to access equipment, devices and digital services and I modify them on a periodic basis.</p> <p>I can identify the websites or e-mail messages which might be used to scam. I can identify a phishing e-mail.</p> <p>I can shape my online digital identity and keep track of my digital footprint.</p> <p>I understand the health risks associated with the use of digital technology (e.g. ergonomics, risk of addiction).</p> <p>I understand the positive and negative impact of technology on the environment.</p>	<p>I frequently check the security configuration and systems of my devices and/or of the applications I use.</p> <p>I know how to react if my computer is infected by a virus.</p> <p>I can configure or modify the firewall and security settings of my digital devices.</p> <p>I know how to encrypt e-mails or files.</p> <p>I can apply filters to spam e-mails.</p> <p>To avoid health problems (physical and psychological), I make reasonable use of information and communication technology.</p> <p>I have an informed stance on the impact of digital technologies on everyday life, online consumption, and the environment.</p>
Problem solving	<p>I can find support and assistance when a technical problem occurs or when using a new device, program or application.</p> <p>I know how to solve some routine problems (e.g. close program, re-start computer, re-install/update program, check internet connection).</p> <p>I know that digital tools can help me in solving problems. I am also aware that they have their limitations.</p> <p>When confronted with a technological or non-technological problem, I can use the digital tools I know to solve it.</p> <p>I am aware that I need to update my digital skills regularly.</p>	<p>I can solve most of the more frequent problems that arise when using digital technologies.</p> <p>I can use digital technologies to solve (non-technical) problems. I can select a digital tool that suits my needs and assess its effectiveness.</p> <p>I can solve technological problems by exploring the settings and options of programmes or tools.</p> <p>I regularly update my digital skills. I am aware of my limits and try to fill my gaps.</p>	<p>I can solve almost all problems that arise when using digital technology.</p> <p>I can choose the right tool, device, application, software or service to solve (non-technical) problems.</p> <p>I am aware of new technological developments. I understand how new tools work.</p> <p>I frequently update my digital skills.</p>