Digital Citizenship

IC3 Digital Literacy Certification, Global Standard 6 (GS6)

3 objectives · Certiport IC3 Digital Literacy GS6

Most people have more than one digital identity: a personal one for friends and family and a professional one for school or work. Keeping them separate and managing many logins safely protects your reputation and your accounts.

Every objective and its key skills

2.1 Create and manage multiple digital identities

A personal identity covers social media, gaming and personal email; a professional identity covers work email, career networks and school accounts.

Use a different strong password for every site so one leak does not open your other accounts.

2.2 Apply digital etiquette standards

Match tone and format to the audience: a message to a teacher or manager is more formal than one to a friend.

Respect working hours and time zones; messages late at night can feel like pressure to reply.

2.3 Seek opportunities to increase your digital competence

Follow reliable technology news, official product blogs and release notes to learn about new features.

Most apps have a Help menu, a search box for commands, or F1 for help on Windows.

Common pitfalls

- Reusing one strong password everywhere is still risky; one breach exposes every account.
- Speed is not always polite; an instant reply at midnight can set an unhealthy expectation.
- Not every forum answer is correct or current; prefer official help or well-rated answers.

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