**DIGITAL LITERACY SKILLS AND COMPETENCES OF SCHOOL STUDENTS – A CASE STUDY**

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**Abstract**

In this paper, the scenery of the skills and knowledge developed by school students while using digital devices has been explored. This paper focuses on a study of school students who use the mobile, computer and tablet for completing the study related tasks. A survey was conducted on 200 school students and amongst them 50 student’s was randomly selected for case study to explore the use of digital devices to complete the school related tasks at home. The result of the study and researcher observation indicates that a verity of skills and knowledge students can attain by using digital devices. Furthermore, researcher also noticed that school students can easily operate digital devices effectively to complete school related tasks with full of confidence and competency. The case study also indicates that not all students have the same range of skills and knowledge about using diverse digital tools. It was also identified that school students can develop digital literacy skills with full of interest and seamless manners. This study helps to identify the digital literacy skills as well as knowledge of school students on use of digital devices and it will also helps teachers to plan accordingly for teaching – learning process.

**Keywords:** Education, Digital Competency, Digital Literacy Skills, School Students

**INTRODUCTION**

Global decision study tool is an effective way to understand the circumstances between two or more different regions around the world. In this intelligence, the script show the importance to examine how digitalization services has been used in education in order to get a detail information about the educational strategies, learning methods and pedagogical techniques more winning to be useful in the school classes. The aim behind the study is to review the current skills and competency of the school students in two district of Gujarat. One is anand and another one is kheda district of Gujarat state. In order to contextualize how a digital facility has been adopt in these two districts some data are presented the clear aptitude of school students towards the digital devices such as computer, laptop, smart phone and tablets. Competency simply means the capability to apply or use set of related knowledge, skills and abilities to successfully perform in the tasks.

**DIGITAL SKILLS AND COMPETENCY**

The growth of these competencies appear as a example in education and, to look into into the concept of competency, they give a meaning that describe capable persons are those who do very glowing what is predictable from them in a given field. For Fuentes (2007: 53), competency is: A set of knowledge, skills, attitudes, and values that are needed to successfully make a profession or a fruitful role.

This meaning involves discernible behaviors that give to the successful completion of a task, and it implies knowing, knowing-how and knowing how to transfer that information (Cárcamo and Muñoz, 2009). Connecting this idea to digital skills and competency, it can be said that the latter are a group of skills, knowledge and attitudes that are functional to the use of computer, laptop and smart phones systems, as well as the devices that the movement involves to absolute the daily study related works, also the awareness that school students should be familiar with and be able to learn and transfer, successfully, in order to live creatively in a digital world.

It is significant to note that all the some solution points of the educational development of digital literate students has the capability to make wallpaper page, presentations, databases, and the capability to use graphics software, spreadsheets, databases, online applications, e-mail, chat applications and word processors etc.

Digital skills and competency can be classified as:

a) The core competencies of digital literacy, which are connected to the use of digital skills and competency in the classroom presentations and behavior, and involve the use of digital tools to obtain in sequence, and the use and development of materials obtained from various online source.

b) The execution competencies, which are connected to the use of skills and knowledge to generate and direct complex projects, solve problems in real-world situations, work together with others, and make use of information and experts networks.

c) The moral competencies, which are related to the ethical, legal and responsible use of digital

**OBJECTIVES OF THE STUDY**

1) To study the level of digital literacy skills among secondary school students

2) To study the level of digital competency among secondary school students

**RESEARCH QUESTIONS**

1) What is the level of digital literacy skills among secondary school students?

2) What is the level of digital competency among secondary school students?

**METHODOLOGY**

The rationale of this study was to know about the level of digital skills and competency of secondary school students from Anand and Kheda district of Gujarat*.* The research type is qualitative and quantitative both. However, in this paper researcher has showed the results of an exploratory study comprising of just one dimension of the instruments that was applied: digital skills as well as the competency levels of school students.

The tool of digital competency levels of students was composed by 30 items. The design of the tool included three point Likert scale with three categories: “Agree, Neutral and Disagree”. To serve the purposes of this study, it is understood that students have a certain level of digital competency. For the moment, the lack or shortage in competency categories is represented by Disagree only. For recognized the actual literacy skills of the students some sample selected for face to face case study. Along with this for identify the skills such as oral interview with 15 questions, questionnaire was prepared and collected the information.

A survey was conducted on 200 school students and amongst them 50 student’s was randomly selected for case study to explore the use of digital devices to complete the school related tasks at home.

**ANALYSIS OF THE STUDY**

**Percentages analysis of Secondary School Students towards digital competency**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No** | **Statements** | **Agree** | **Neutral** | **Disagree** |
| 1 | I have ability to operate computer, tablet, and mobile for academic learning. | 104(52%) | 55 (27.5%) | 41 (20.5%) |
| 2 | I use shortcut keys functions in computer while learning. | 110(55%) | 40(20%) | 50(25%) |
| 3 | I am able to change computer screen brightness and contrast.  | 67 (33.5%) | 35 (17.5%) | 98(49%) |
| 4 | I am able to record and edit learning related videos.  | 117 (58.5%) | 50(25%) | 33 (16.5%) |
| 5 | I am able to connect mobile phone to laptop or computer. | 115(49%) | 61(30.5 %) | 24(12%) |
| 6 | I have understandings of main functions of computer hardware components.  | 76(38%) | 33 (16.5%) | 91 (45.5%) |
| 7 | I have clear idea about input and output devise of computer. | 80(40%) | 56(28%) | 64(32%) |
| 8 | I can easily differentiate between hardware and software. | 85(38.5%) | 49 (24.5%) | 49(245%) |
| 9 | I have theoretical knowledge about ways to download and save the files on system. | 81 (40.5%) | 66(33 %) | 67 (33.5%) |
| 10 | I have idea about use of different applications and software on digital devices. | 120(60%) | 40(20%) | 40(20%) |
| 11 | I am able to search on Wikipedia for selection of academic content for learning.  | 38(19%) | 75 (37.5%) | 87 ((43.5%) |
| 12 | I can easily select applications and Google translator for translate the contents in local language. | 53 (26.5%) | 66(33%) | 81 (40.5%) |
| 13 | I can retrieve the selected information from web search engine to select the meaning of textbook related concepts.  | 90(45%) | 60(30%) | 50(25%) |
| 14 | I have skills to select relevant content form internet.  | 50(25%) | 60(30%) | 90(45%) |
| 15 | I can evaluate the contents retrieved from internet. | 20(10%) | 61 (30.5%) | 119 (59.5%) |
| 16 | I am able to use MS word applications. | 120(60%) | 49 (24.5%) | 31(15.5%) |
| 17 | I am able to use MS Excel applications. | 89 (44.5%) | 60(30%) | 51 (25.5%) |
| 18 | I am able to use paint applications. | 130(65%) | 40(20%) | 30(15%) |
| 19 | I am able to use MS power point presentation applications. | 120(60%) | 40(20%) | 40(20%) |
| 20 | I am able to use web search engines. | 156(78%) | 24(12%) | 20(10%) |
| 21 | I am able to connect with social networking sites like Face-book and Instragram.  | 136(68%) | 34(17%) | 30(15%) |
| 22 | I am able to use videos sharing sites like YouTube.  | 154(77%) | 25(12.5 %) | 21 (10.5%) |
| 23 | I am able to use photo sharing site like Picasa.  | 106(53%) | 83(41.5%) | 11(5.5%) |
| 24 | I am able to use file sharing site like Drop box.  | 96(48%) | 56(28%) | 48(24%) |
| 25 | I am able to connect with friends by using social networking sites. | 111(55.5%) | 71(35.5%) | 18(9%) |
| 26 | I am able to use web design applications to create learning content. | 69 (34.5%) | 10(5%) | 121 (60.5%) |
| 27 | I am able to create blogs, portfolios and channel for learning.  | 88(44%) | 28(14%) | 84(42%) |
| 28 | I am able to create and update web page.  | 98(49%) | 32(16%) | 70(35%) |
| 29 | I am able to copy and edit digital pictures to create new one.  | 110(55%) | 46(23%) | 44(22%) |
| 30 | I am able to share links of online learning applications such as Zoom. | 150(75%) | 30(15 %) | 20(10%) |

**FINDING OF THE SURVEY**

* Most of the students of secondary schools are able to operate the digital tools and easily use the tools for learning perspective.
* Most of the secondary school students have the ability to understand the formal description of digital devices.
* Most of the school secondary students are facing problems to select the best for the learning from the available contents.
* Most of the school students now after pandemic easily work with MS office and they complete the given task by the digital facilities.
* Secondary school students have positive competency to use digital devices for contacting and communicating.
* Secondary school students are generally use digital facilities for entertaining purpose, only few of the students would be able to find the way that this is the creative platform for them to create and share with others.

**FINDING OF THE CASE STUDY**

* We use the main informatics and network resources of digital devices.
* We use the applications in a productive way for learning related tasks.
* We apply the digital tools to obtain information from varied school related subjects.
* We select, analyze, and make an ethic use of the obtained study related information.
* We communicate in an effective way the information and ideas, using a variety of media and formats available on digital devices.
* We make use of models and simulations to explore complex study related tasks.
* We interact and collaborate with your friends, using a variety of digital resources.
* We participate in groups that develop project for the production of original works or solve problems.
* We solve problems, and make decisions using the appropriate tools and digital resources.
* We plan and organize the required activities to solve a problem or make a project.
* We create original works as a medium of personal expression.
* We make a rational, legal and responsible use of the digital devices.
* We value digital devices as an instrument of permanent learning.
* We value digital devices as a medium of collaboration and communication.

**CONCLUSIONS**

The outcome referring of school student´s perceptions about their competencies in use of digital devices indicate that they express a high level of competencies. The students got a far above the ground level of competency to the use of digital devices as a permanent means of learning and as a means of social contact. The student indicated to make creative use of the various applications that are obtainable. The main use is given to these tools is as a means of obtaining information, and they say they make a lawful and accountable use. These results suggest the need to develop strategies that promote the effective use of technological resources in school students.

Educational field is also developed with the aims of digitalization and NEP 2020 is the best illustration to prove this statement. NEP 2020 gives significant on student’s technological skills and for that teachers and experts have to measure the competency of school students about digitalization.

On the basis of the finding and the result, researcher concludes that greater part of the school students are workings in using digital devices. Researcher has noticed that, in present time students are clever to find the solution of their problems by using digital facilities. Finally, it is important to continue working with comparative analysis in order to detect what is happening in the field of education toward the digitalization as well as education based in the best practices in teaching and get a better sympathetic about the use of technologies for daily learning related tasks.

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