MINISTERO DELL'ISTRUZIONE E DEL MERITO
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CIRCOLARE N. 12
del 18 settembre 2024

Subject**: DIGITAL LITERACY AND DIGITAL CITIZENSHIP CLASSES FOR STUDENTS AND THEIR FAMILIES**

> **Agli/alle studenti/studentesse**
> **Alle Famiglie**
> **Ai Docenti**
> **Al personale ATA**
> **Al DSGA**

We would like to inform students and families that, as part of the "**Non uno di meno**" project within the National Recovery and Resilience Plan aimed at combating early school dropout, our school will be organizing lessons to enhance the digital literacy of both students and their families. The goal of this initiative is to support users in effectively utilizing digital platforms, apps, and tools provided by the Italian Public Administration, with a particular focus on those used in Italian schools to improve communication and interaction between users and platforms.

For this purpose, students and families are invited to enroll in a free 10-hour course. The course is designed to teach the proper use of the *Registro Elettronico* (the digital school register software used in our school) and to improve familiarity with the tools used by Italian Government Offices.

Each course consists of four sessions, each lasting 2.5 hours. Classes will be held in classrooms equipped with computers and Internet access.

The schedule of the lessons is as follows:
1. Thursday, October 3rd, from 3:00 p.m. to 5:30 p.m.

2. Tuesday, October 8th, from 3:00 p.m. to 5:30 p.m.

3. Thursday, October 10th, from 3:00 p.m. to 5:30 p.m.

4. Tuesday, October 15th, from 3:00 p.m. to 5:30 p.m.

Students and parents who are interested in attending these courses can register by sending an email to: team.dispersione@divittoriolattanzio.edu.it , providing the following information:

- **For parents:** full name, *Codice Fiscale* (Italian Social Security Code), date and place of birth, and the class attended by their child/children.

- **For students:** full name, *Codice Fiscale* (Italian Social Security Code), date and place of birth, and class.

The registration deadline is September 30th.

Attached, you will find a table detailing the main contents of the course.

Il Dirigente Scolastico
Prof. Giovanni Scancarello
Documento sottoscritto digitalmente ai sensi del Codice
dell'Amministrazione Digitale e norme ad esso connesse

DIGITAL LITERACY AND DIGITAL CITIZENSHIP CLASSES FOR STUDENTS AND THEIR FAMILIES

Table of contents (10 hours courses)	
Digital School Register (Registro Elettronico)	- Submitting absence justifications - Reading and acknowledging school communications - Booking appointments with teachers - Sending emails to teachers and school staff
The Internet	- Browsing and searching for information online - School website: how to read newsletters and school communications, find documents and forms (e.g., trip authorizations), and locate important information like timetables, teacher contacts, and class coordinators
E-mail and tools for digital citizenship	- Creating and managing an email account (both ordinary and certified) - How to request a SPID (digital identity) and manage digital citizenship tools
Use of Government Websites	Introduction to the Ministry of Education's UNICA platform and other key government websites
Post- graduation support	Information about universities and ITS (Higher Technical Institutes) academies
Digital security	Understanding fake news, phishing, spam, malware, and responsible use of social media
Additonal topics	Participants can ask questions on other topics related to digital literacy and security