

2024-25 Competitive Events Guidelines

Digital Citizenship



Digital Citizenship provides members with the opportunity to demonstrate knowledge around competencies in digital environments. This competitive event consists of an objective test. It aims to inspire members to learn how to navigate the digital world in a safe and responsible way.

Event Overview

Division: Middle School

Event Type: Individual

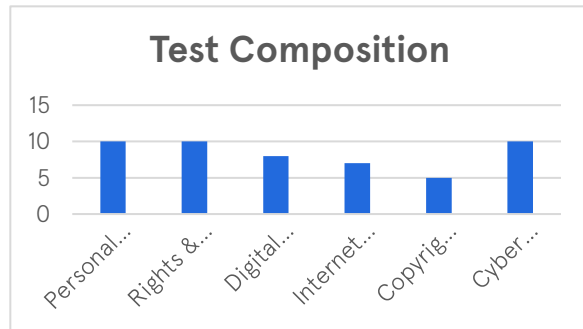
Event Category: Objective Test, 50-multiple choice questions (breakdown of question by competencies below)

Objective Test Time: 30 minutes

NACE Connections: Career & Self-Development

Competencies

- Personal Security and Online Privacy
- Rights and Responsibilities
- Digital Footprint
- Internet Searches
- Copyrights
- Cyber Bullying



State

Testing will happen prior to the State Leadership Conference. Check the Call to Conference for any other competitive events information and deadlines.

National

Required Competition Items

Items Competitor Must Provide	Items FBLA Provides
<ul style="list-style-type: none"> • Sharpened pencil • Fully powered device for online testing • Conference-provided nametag • Attire that meets the FBLA Dress Code 	<ul style="list-style-type: none"> • One piece of scratch paper per competitor • Internet access • Test login information (link & password)

Important FBLA Documents

- Competitors should be familiar with the Competitive Events [Policy & Procedures Manual](#), [Honor Code](#), [Code of Conduct](#), and [Dress Code](#).

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Eligibility

- FBLA membership dues are paid by 11:59 pm Eastern Time on March 1 of the current program year.
- Members may compete in an event at the National Leadership Conference (NLC) more than once if they have not previously placed in the top 10 of that event at the NLC. If a member places in the top 10 of an event at the NLC, they are no longer eligible to compete in that event.
- Members must be registered for the NLC and pay the national conference registration fee to participate in competitive events.
- Members must stay in an official FBLA hotel block to compete.
- Each state may submit four entries per event.
- Each member can only compete in one individual/team event and one chapter event (Annual Chapter Activities Presentation or Community Service Presentation).
- If competitors are late for their assigned objective test time, they will be allowed to compete with a five-point penalty until such time that results are finalized, or the accommodation would impact the fairness and integrity of the event.
- Some competitive events start in the morning before the Opening Session of NLC. The schedules for competitive events are displayed in the local time of the NLC location. Competitive event schedules cannot be changed.

Recognition

- The number of competitors will determine the number of winners. The maximum number of winners for each competitive event is 10.

Event Administration

- This event is an objective test administered online at the NLC.
- No reference or study materials may be brought to the testing site.
- No calculators may be brought into the testing site; online calculators will be provided through the testing software.
- Competitors may flag questions within the online testing platform for the Competitive Events Committee to review before finalizing results at the NLC.

Tie Breaker

- Ties are broken by comparing the correct number of answers to 10 pre-determined questions on the test. If a tie remains, answers to 20 pre-determined questions on the test will be reviewed to determine the winner. If a tie remains, the competitor who completed the test in a shorter amount of time will place higher.

Americans with Disabilities Act (ADA)

- FBLA meets the criteria specified in the Americans with Disabilities Act for all competitors with accommodations submitted through the conference registration system by the registration deadline.

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Penalty Points

- Competitors may be disqualified if they violate the Code of Conduct or the Honor Code.
- Five points are deducted if competitors do not follow the Dress Code or are late to the testing site.

Electronic Devices

- Unless a pre-approved accommodation is in place, all cell phones, smart watches, and headphones must be turned off and put away before competition begins. Any visibility of these devices will be considered a violation of the Honor Code.

Study Guide: Competencies and Tasks

A. Personal Security and Online Privacy

1. Explain the difference between privacy and security.
2. Describe how personal privacy is compromised.
3. Explain strategies to maintain personal security.
4. Define a data breach.
5. Define a cybercriminal.
6. Define a security breach.
7. Explain a virtual private network (VPN).
8. Explain how a virtual private network is used to block internet browsers, cable companies, and internet service providers from tracking personal information.
9. Explain how VPN protects access of personal data.
10. Explain why it is important to limit information shared on social media.
11. Explain why it is important to shred personal documents before discarding them.
12. Explain why a social security number should be protected.
13. Explain how information shared by an individual can be used against them.
14. Describe strategies for safeguarding personal data and devices.
15. Explain how information that a person shares online is no longer under the person's control.
16. Explain reasons for blocking Internet sites and cellphone numbers.
17. Describe types of personal home security.
18. Identify Internet scams.

B. Rights and Responsibilities

1. Explain the right to acknowledge how the Internet works.
2. Explain how information is accessed on the Internet.
3. Explain the responsibility of separating fact from non-fact on the Internet.
4. Explain the difference between what is content and what is advertising.
5. Explain how all individuals who use the Internet have the right to be protected from cyber bullying and harassment.
6. Explain how individuals who use the Internet have the right to protection from violence.
7. Explain how Internet users have the right to not be diminished or bullied by others in cyberspace.
8. Describe the right of individuals to participate in discussions and forums.
9. Explain the personal right to engage and interact on social media and websites.

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10. Understand that individuals have the right to an opinion without fear of violence or harassment.
11. Define the right for individuals to legally seek help if they feel threatened in cyber space.
12. Explain how students have the right to go to schools, teachers, parents and authorities with concerns about online behavior
13. Explain how individuals have the right to education and information about what is available online.
14. Explain how individuals have the right to remain safe physically, mentally, and emotionally while interacting online
15. Explain how individuals have the right to post things on sites without those items being manipulated or stolen by others who claim ownership.
16. Understand the responsibility of not modifying the Internet work of others.

C. Digital Footprint

1. Define digital footprint.
2. Explain why a digital footprint is important.
3. Explain how you make a digital footprint.
4. Describe positive and negative digital footprints.
5. Explain how every email, post, photo and click you make online leaves a trail.
6. Explain how your information is gathered by advertisers, employers and companies from which you shop (Internet footprint).
7. Define how digital economy can be summed up as the entire ecosystem built from our online connectivity.
8. Explain how digital information is collected by using cookies.
9. Explain the relationship between digital footprint and specialized advertising.
10. Explain how a digital footprint can negatively affect job offers.
11. Explain the importance of thinking before posting.
12. Describe the use of Internet alerts to protect your personal digital footprint.
13. Explain how the digital footprint can be used to make a positive first impression.
14. Explain the importance of delivering a strong positive footprint.

D. Internet Searches

1. Explain the use of key terms to conduct Internet searches.
2. Explain the process for choosing the best search engine.
3. Separate facts from opinion when conducting Internet searches.
4. Understand political persuasion when conducting Internet searches.
5. Explain the importance of research backing information from Internet searches.
6. Explain rationale for selecting an Internet search engine.
7. List search engines.
8. Define parameters for selecting the best honest search engine.
9. Explain how Internet searches can be traced.
10. Explain how different search terms can result in very different websites.
11. Explain the difference between fact and opinion website searches.

E. Copyrights

1. Define copyright.
2. Define the illegal activity associated with plagiarism.
3. Explain the responsibility of knowing and obeying copyright laws.
4. Understand the consequences associated with breaking copyright laws.
5. Explain "fair use" of information

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6. Explain appropriate citation of work produced by others.
 7. Understand copyright laws.
 8. Explain how copyright laws also involve protection of images.
 9. Describe how the Internet has magnified copyright laws.
 10. Describe the rights of individuals who have copyright protection.
- F. Cyber Bullying
1. Define cyber bullying.
 2. Explain how social networking and interaction is ripe for cyber bullying.
 3. Explain why individuals who use the Internet should learn the Internet lingo (netiquette).
 4. Explain the reason why cyber bullies should be confronted and reported to end the offenses.
 5. Describe the negative impact of cyber bullying.
 6. Explain why cyber bullying occurs on the Internet.
 7. Describe the mental impact of cyber bullying.
 8. Explain how digital law protects users of the Internet.
 9. Explain how cyber bullying occurs through e-mail, social media, chatrooms, and text messages.
 10. Explain how digital forums, comments, photos, posts, and content shared by individuals can often be viewed by strangers as well as acquaintances.
 11. Explain how the content an individual shares online – both their personal content as well as any negative, mean, or hurtful content – creates a kind of permanent public record of their views, activities, and behavior.
 12. Explain how digital devices offer an ability to immediately and continuously communicate 24 hours a day, so it can be difficult for children experiencing cyberbullying to find relief.
 13. Explain how most information communicated electronically is permanent and public, if not reported and removed. A negative online reputation, including for those who bully, can impact college admissions, employment, and other areas of life.
 14. Explain how cyber bullying is hard to notice because teachers and parents may not overhear or see cyberbullying taking place, which makes it harder to recognize.
 15. Explain the far-reaching negative effects from cyber bullying.