

Digital Citizenship



FBLA Middle School Competitive Events Guidelines

2022–2023

Objective Test Events

Overview

These events consist of a 45-minute test administered during the National Leadership Conference (NLC).

Eligibility

Each state may submit two entries in each event. Competitors must have paid FBLA national and state dues by 11:59 p.m. Eastern Time on March 1 of the current school year. These events are for individual competitors only.

NLC Registration

Participants must be registered for the NLC and pay the national conference registration fee to participate in competitive events.

Business Etiquette
Career Exploration
Digital Citizenship
Exploring Computer Science
Exploring Economics
Exploring Technology
FBLA Concepts
Financial Literacy
Interpersonal Communication
Leadership
Learning Strategies
Running an Effective Meeting

Digital Citizenship

Objective Test Competencies

- Personal security and online privacy
- Rights and responsibilities
- Digital footprint
- Internet searches
- Copyrights
- Cyber bullying

Objective Test Guidelines

- No materials may be brought to the testing site.
- No calculators may be brought into the testing site; calculators will be provided.
- Electronic devices must be turned off and out of sight.
- Bring a writing instrument.

FBLA Middle Level Digital Citizenship Study Guide

Competency A: Personal Security and Online Privacy	
Task / Skill	20%
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.	
Competency B: Rights and Responsibilities	
Task / Skill	20%
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 for 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.	
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	

FBLA Middle Level Digital Citizenship Study Guide

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.	
Competency C: Digital Footprint	
Task / Skill	15%
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.	
Competency D: Internet Searches	
Task / Skill	15%
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.	

FBLA Middle Level Digital Citizenship Study Guide

Competency E: Copyrights	
Task / Skill	10%
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	
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.	
Competency F: Cyber Bullying	
Task / Skill	20%
1. Define cyber bullying.	
2. Explain 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.	

General Competitive Event Guidelines

The general event guidelines below are applicable to all FBLA Middle School national competitive events. Please review and follow these guidelines when competing at the national level. When competing at the state level, check the state guidelines since they may differ.

All members and advisers are responsible for reading and following competitive event guidelines.

Eligibility

- **Dues:** Competitors must have paid FBLA national and state dues by 11:59 p.m. Eastern Time on March 1 of the current school year.
- **NLC Registration:** Participants must be registered for the NLC and pay the national conference registration fee to participate in competitive events.
- **Deadlines:** The state chair, or designee, must register each state competitor on the official online entry forms by 11:59 p.m. Eastern Time on the second Tuesday in May.
- Each state may submit two entries in all events.
- Each competitor can only compete in one event.
- Each competitor must compete in all parts of an event for award eligibility.
- A team shall consist of two or three members.
- All members of a team must consist of individuals from the same chapter.
- If competitors are late for a competitive event, there are no guarantees they will get to compete. Competitive event schedules cannot be changed. PLEASE NOTE that competitive events start in the morning before the opening session of NLC.
- Competitors may be disqualified if they violate competitive event guidelines.

General Competitive Event Guidelines

Repeat Competitors

- Members may compete in an event at NLC more than once if they have not previously placed in the top ten of that event at NLC. If a member places in the top ten of an event at NLC, they are no longer eligible to compete in that event.
- **Modified Events:** A competitor may compete in the same event when the event is modified, regardless of placement at a National Leadership Conference. Note, if the only modification is a name change, competitors may not compete in the renamed event if they have previously placed in the top ten at the National Leadership Conference.
- **Chapter Events:** Competitors may compete in a chapter event as many times as they wish, regardless of placement at a previous National Leadership Conference (Annual Chapter Activities Presentation, Community Service Presentation).

Breaking Ties

- **Objective Tests:** Ties are broken by comparing the correct number of answers to the last 10 questions on the exam. If a tie remains, the competitor who completed the test in a shorter amount of time will place higher. If this does not break the tie, answers to the last 20 questions will be reviewed and determine the winner.

- **Performances:** Judges must break ties and all judges' decisions are final.

National Deadlines

- State chair/adviser must register all competitors for NLC competitive events online by 11:59 p.m. Eastern Time on the second Tuesday in May.
- All prejudged components must be received by 11:59 p.m. Eastern Time on the second Tuesday in May.
- State chair/adviser may make name changes only (no additional entries) by 11:59 p.m. Eastern Time on the first Tuesday in June. Competitor drops are the only changes allowed after this date and onsite.

National Awards

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

Americans With Disabilities Act (ADA)

- FBLA-PBL meets the criteria specified in the Americans with Disabilities Act for all participants who [submit an accommodation form](#).
- The form must be submitted by 11:59 p.m. Eastern Time on the second Tuesday in May.

General Competitive Event Guidelines

Recording of Presentations

- No unauthorized audio or video recording devices will be allowed in any competitive event. Participants in the performance events should be aware the national association reserves the right to record any performance for use in study or training materials.