

# SIGNIFICANCE OF DIGITAL TECHNOLOGY

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## ABSTRACT

*The main purpose of this research paper is to acquire understanding of significance of digital technology that has gained prominence all over the world. In the present existence, the implementation of number of tasks and functions in the field of education, business, management, administration, and so forth require digital technology. The main purpose of digital technology is to enable individuals to work in collaboration towards the achievement of common goals and objectives, enhancement of employee productivity, employee satisfaction and employee retention and improvement of skills, abilities and expertise amongst the human resources. Communication is one of the areas of utmost significance and digital technology enables the individuals to get involved in effective communication. The main areas that have been highlighted in this research paper are, the digital workplace framework, digital technology in education, digital technology in management, benefits of digital technology, types of digital technology, and measures to use digital technology in a safe and responsible manner.*

**Keywords:** Digital Technology, Workplace, Education, Management, Measures, Innovation, Individuals

## INTRODUCTION

In the present existence, the use of digital technologies is comprehensive and they are being extensively used by individuals in all settings. Digital technologies create an impact upon what, why, where and how the individuals learn and who they learn from. The widespread use of digital technologies is in the form of computers, laptops, tablets, smartphones, mobile phones and so forth. The main purpose of digital technologies is to form a connection between the individuals rapidly, effortlessly and cost-effectively. The individuals get connected to each other with a huge range of digital services and resources. There are number of benefits of learning with digital technologies, on the other hand, they are accompanied by some challenges as well as risks for the learners. The digital challenges are real and prove to be impediments within the course of attainment of knowledge and information (Digital Technology, 2015). Measures are required to be implemented to overcome the problems and challenges associated with digital technologies.

The three main digital challenges are, cyber-safety, it involves conduct or behavioural concerns. Second is, cyber-crime, it involves illegal activity and the third is cyber-security, it involves unauthorized use of the computer system. The preventive approaches that individuals need to take into consideration, when they are make use of digital technologies include, development of knowledge, skills and abilities for safe and responsible use, individuals should learn how to manage digital technologies in an appropriate manner,

development of a pro-social culture and co-operation of the whole community in preventing and responding to the incidents. Online safety of the students in education and other individuals is the main area that needs to be taken into consideration. Digital information is different from its physical counterpart in many ways, it can be rapidly duplicated, distributed in a manageable way and can be stored in various locations (Digital Technology, 2015).

## **THE DIGITAL WORKPLACE FRAMEWORK**

The digital workplace framework includes the areas that have been stated as follows:

(The Digital Workplace, n.d.).

**Collaboration** – Collaboration between the individuals is an imperative area for the operative functioning of the organization. The superiors, subordinates, colleagues, all individuals have to establish effective collaboration with each other to accomplish organizational and personnel goals. When individuals are working to achieve a common organizational purpose, provide solutions to problems occurring in business, enhance productivity, and profitability, then individuals need to work together and integrate and collaborate with each other in an appropriate manner.

**Communication** –Communication takes place either in a verbal manner or in a written manner. There is augmentation of innovative methods and techniques, information is increasing which needs to be imparted to the individuals, new policies, practices and procedures come about which lead to progression of the organization and the individuals, therefore, it is vital that communication processes should be effective.

**Connections** –Individuals need tools and equipment to develop their connections across the organizations. In educational institutions and organizations, individuals usually need to collaborate with each other and share information. When departments and offices are located at a distance, then it is not always possible for them to walk through, hence, digital technology is helpful in sharing and acquisition of information.

**Guiding Principles** –Guiding principles identify the goals and objectives of the business, and the purpose for which organization has been established. When the individuals acquire complete awareness of the goals and objectives of the organization, they should also work towards the improvement of skills and abilities that are considered fundamental towards the achievement of goals and objectives.

**Information Governance Strategy** –This aspect determines the focus of the digital governance strategy and aligns it with the management information systems of the organization or information governance strategy. The information generated should be governed in an adequate manner. In majority of cases, some information is to be kept confidential and not shared with some individuals, therefore, information governance strategy is considered as an imperative aspect.

**Roles and Responsibilities** – Every member of the organization has certain roles and responsibilities that he has to identify and put into operation with diligence, resourcefulness and conscientiousness. The proper identification of roles and responsibilities would enable the individuals to accomplish the desired goals. On the other hand, unawareness regarding roles and responsibilities does not prove to be favourable to the individuals.

**Training and Certification** – In organizations, employees are normally recruited on the basis of their educational qualifications, nature, experience, skills, and abilities. Training is an essential area that the employees go through, which provide them information regarding digital workplace, purpose of the organization, history, personnel, accomplishment of job duties and so forth. There are various types of training, these include, lectures, case studies, vestibule training, field visits, role plays, group discussions and so forth. When training is imparted, it needs to be ensured that individuals are completely aware of how to make use of digital technology in an appropriate manner.

**Information Monitoring, Collection and Analysis** –The individuals within the organization are required to collect, monitor and analyse the information in an appropriate manner. The collection and analysis of data has become more convenient and useful through the use of technology. They need to determine what kind of information should be shared with the other individuals and what is not to be shared. It is also vital to determine the risks that may weaken the reputation of the organization, competitive edge and productivity and protection of confidential information.

**Orchestrated Presence** –Organization of channels within the digital workplace is vital, which is important in the flow of information. Orchestrate the flow of information from the channels, so that individuals are able to receive it in an efficient way. This is an imperative area, particularly when the information is important. A disjointed model needs to be avoided, where different groups influence different strategies and communicate in silos.

**Crisis Management** – In organizations and institutions, there are occurrence of emergencies and predicaments. The members of the organization need to possess adequate knowledge of management of these situations in an appropriate manner. The first and foremost strategy is individuals should remain calm and composed and not put any kind of blame upon others. In a calm way, they should work on alternatives and suggest remedies to provide solutions to the problems that have taken place.

**Enhance Innovation** –In order to enhance use of innovative and modern methods in the implementation of tasks and functions. It is vital to communicate the needed information to the employees. When employees possess the required knowledge, they will be able to enhance their productivity. Driving of discussions and building community of interest is an important criteria to enhance innovation.

**Increase Agility and Flexibility** – The use of digital technology makes the performance of tasks and functions flexible. For instance, technology is used to prepare reports, articles and projects, in case any flaws and inconsistencies are identified by the

supervisors, then it is convenient to make changes. The changes can be made in a rapid manner, hence, there is increase in agility and flexibility.

**Increase Staff Satisfaction** – The use of digital technology has generated satisfaction amongst the employees to a major extent. Work done through technology is more well-organized and competent as compared to the work done manually. Through technology, individuals are able to implement their tasks and functions in an adequate manner, not only within the organization, but also outside the organization.

**Increase Productivity and Efficiency** – The use of digital technology and machines have led to an increase in productivity and efficiency on a large scale. The individuals are able to accomplish their tasks in an appropriate manner and at a rapid pace. In case of any flaws and inconsistencies, corrections can be made easily and individuals are able to enhance proficiency, skilfulness and expertise.

**Strengthen Recruitment and Retention of Employees** – The workforce is considered as an imperative aspect upon which the functioning of the organization is based. Digital technology has rendered an effective contribution in strengthening of the recruitment and retention of employees. The employers and directors are able to make provision of opportunities that would contribute in their retention. Digital technology helps in creation of a sociable working environment, where individuals take pleasure and incur job satisfaction.

## **DIGITAL TECHNOLOGY IN EDUCATION**

The use of digital technology in education is an imperative aspect that has gained prominence. Digital technology is been utilized not only in higher education, but at all levels of education, from nursery to the university level. There have been number of individuals, who feel apprehensive when making use of technology, therefore, it is vital that one should possess adequate skills and abilities when utilising technology. In nursery schools, young students feel interested and develop curiosity when they observe technology. At this level, students are shown various pictures or movies on the internet, they are taught how to draw objects and colour them. As the individuals get enrolled into formal schooling, they learn how to make use of the internet to improve their knowledge and understanding. Gradually a person learns enhanced skills and abilities of how to make use of digital technology and as they grow, they make use of it in order to implement all their tasks and operations in an adequate manner. Technology can be made use of by the individuals in groups and pairs and this is considered as more effective then single usage (Higgins, Xiao, &Katsipataki, 2012). When individuals are young, they need guidance and assistance, but as a person grows older, he is able to make use of it independently.

Digital technology can be competent and valuable with the main purpose of making improvements within the learning areas (Higgins, Xiao, &Katsipataki, 2012). For instance, teachers make use of blackboards and write on them with chinks to provide training and instruction to the students. The students, who sit at the back of the classroom face problems

in observing and understanding the concepts. In the present existence, there are usage of projectors and computers in classrooms, so that students are able to observe and understand the content in an effectual way. The usage of technology within classrooms has led to an increase in the enrolment of students. They have begun to take pleasure in learning and there has also been a decline in the rate of absenteeism. Remedial and tutorial use of technology can be particularly practical for the lower attainment of pupils. The individuals, who have special needs, for who are experiencing visual or hearing impairments, or those who belong to deprived, marginalized and socio-economically backward sections of the society, for them, technology has contributed to a major extent in the enhancement of learning.

In higher educational institutions, individuals are dependent upon technology to a major extent. It is considered as the lifeline of learning. When individuals are working on articles, reports, research papers or research projects, then technology plays an imperative part. Books, journals, magazines and papers are useful, but individuals possess the viewpoint that they can gain access to a large amount of information on the internet. Universities in the present existence have made use of digital technology, so that individuals can have access to large number of e-journals and e-books online. In university education, supervisors normally have busy schedules, therefore, papers and projects can be emailed to them in order to gain immediate feedback. The individuals mostly communicate with their professors and supervisors through email or send them text messages. Digital technology is considered as the sole catalyst to bring about changes and transformations within the teaching-learning processes. It has rendered an efficient contribution in enabling students to improve their grades. The instructors at all levels of education prepare themselves for class lectures, lesson plans, assignments, tests and so forth through the use of digital technology.

## **DIGITAL TECHNOLOGY IN MANAGEMENT**

In the present existence, there has been extensive usage of digital technologies in business, management and administrative functions. The managerial functions of planning, organizing, directing, co-ordinating, leading, staffing and controlling require the usage of digital technology. The main function that digital technology plays in implementation of these managerial functions is communication of information, knowledge, instructions and directions. The individuals are able to share ideas and perspectives with each other to carry out their tasks and functions. The planning function is the one that bridges the gap between where one is in the present and where one aims to be in future. It requires research of various areas, internal and external to the organization. When taking into account all the important factors, individuals are able to put into practice the function of planning in an adequate manner. Another function is organizing, this function involves identification of the activities that are required to get carried out. It involves organization of various tasks, operations and functions in an appropriate manner. For instance, in arrangement and co-ordination of meetings, project work, dissemination of information and so forth, the function of organizing is considered imperative. The organization of activities and functions should be carried out in accordance to the skills and abilities of the individuals.

Directing is a managerial function that is concerned with directing the individuals towards rendering an adequate performance. This function is primarily focused upon the performance of the individuals. When any weaknesses or limitations are found, then it is the job of the supervisor to direct the individuals to make improvements. It involves directing of manners, behavioural traits, tasks and functions of the individuals. In order to implement this function in a proper manner, it is vital to effectively communicate with the employees and motivate them towards the right direction. Co-ordinating is concerned with managing and ensuring that jobs are carried out in accordance to the time. It is the function of instituting relationships between the individuals in various parts of the organization and they are all motivated towards the achievement of organizational objectives. It is referred to the act of synchronizing and unifying the actions of members of the organization. When the function of co-ordination is carried out in an appropriate manner, then the activities of the various departments will be taking place regularly and there will be close connectivity.

Leading is an important function of management, where supervisors, managers, directors and other top most individuals in the hierarchy of the organization possess the power and authority to exercise this function. Leaders have numerous roles to perform within the organization, they have to ensure allocation of resources takes place in an adequate manner, they make important decisions, listen to the grievances of the employees, and have to ensure there is teamwork and co-ordination between the members of the organization. Staffing is a function, which ensures that right individuals with proper skills, abilities, qualifications and experience are placed in right positions within the organization. Recruitment of individuals should be done in accordance to their abilities and job duties. Human resources of the organization are considered as the key aspects, which ensures the implementation of tasks and functions takes place in an appropriate manner. Controlling is a function of ensuring that the divisional, departmental, sectional and individual performances are suitable and in accordance to the goals and objectives of the organization. The function of controlling mainly implies that individuals should make use of other resources, which includes, financial, tools, machinery and other materials in a proper manner.

## **BENEFITS OF DIGITAL TECHNOLOGY**

The benefits of digital technology have been stated as follows:

Innovative pedagogical models, for example based on gaming, online laboratories and real time assessment, which have been presented to progress higher order thinking skills and conceptual understanding and in many cases have led to improvement in the students' creativity, imagination and problem solving skills. Through the use of digital technology, students are able to improve upon their logical reasoning, generate information regarding various concepts, improve communication skills and render an efficient performance in their work (Innovating Education and Educating for Innovation, 2016).

Simulations such as, remote or virtual online laboratories, provide moderately low-cost flexible access to experiential learning. Understanding the education industries in a

better way, including their market structures and innovation processes, would assist to form a more established relationship with the organizations, these may include, business, service or educational institutions. Innovation within the industry, which develops the products and services that could stimulate innovation in the organizations, does not take place in isolation hence, it is vital to establish an interconnection between the activities and functions (Innovating Education and Educating for Innovation, 2016).

Digital technology has facilitated international collaborations. Individuals are able to communicate with each other even face to face on computers and mobile devices. This has proved to be beneficial to a large extent for the elderly individuals, who have the keenness to communicate with their relatives, who are residing overseas. In this manner, they are able to overcome all the barriers that arise within communication. In education, students are able to gain knowledge of other cultures and backgrounds. Individuals are able to generate contentment and enhance their knowledge, abilities and skills by collaborating with the individuals who are located in international countries (Innovating Education and Educating for Innovation, 2016).

Real time formative assessment and skills based assessments, permit the instructors to monitor the acquisition of knowledge by the learners as it happens and make adjustments in their teaching methods accordingly. It may also enable the dynamic contribution of more learners in the discussions. When learners will be able to enhance their knowledge, then it is apparent that they will be able to render an active participation in meetings, group discussions and other areas. Digital technology has supported the assessment and has enabled the skill development to be monitored in a more comprehensive manner which was not possible, without the usage of technology (Innovating Education and Educating for Innovation, 2016).

In organizations and educational institutions, individuals are dependent upon their supervisors and managers for work. They want their superiors to express satisfaction. The provision of training renders an effective contribution in the performance of job duties. Therefore, in organizations and higher educational institutions, individuals are expected to work independently and the job of the supervisor is limited to providing solutions to their problems, identifying the weaknesses and making corrections. E-learning, open educational resources and substantial open online courses, have been established to enable the individuals to work independently. Through the use of digital technology, individuals are able to become more independent and they are less dependent upon their supervisors, managers and other individuals.

Through digital technology, individuals are able to acquire a better understanding of the organizations and progression of their work. The education industries are been able to understand in a better way, including their market structures and use of innovative methods and techniques. There has been a connection developed between the individuals and the digital technology. In the present existence, individuals are associated with their computers and mobile devices to a much greater extent. They work, study, communicate with friends,

watch videos, listen to music, take pictures and carry out numerous other tasks and functions through the use of digital technology.

Digital technology has been extensively used to carry out the work duties in organizations and educational institutions. On the other hand, it is also used to generate recreational and leisure activities. Individuals listen to music, watch videos on the computers as well as mobile phones. Through the use of apps, individuals are able to communicate with others. In the present existence, digital technology is made use of to pay various house bills, such as, electricity, water etc. Individuals are able to order groceries and other items online, therefore, the use of digital technology has facilitated the daily life activities of the individuals.

Digital information can be communicated in a rapid manner. The transfer of information between two or more individuals, whether they are located nearby or at a distance takes place in a rapid manner. Another benefit of rapid communication is, it is able to reach to a wide range of audience. The disadvantages that take place in this case are, it is difficult to make known, who has received the information and how it will be disseminated further. The measures are required to get implemented to minimize the detrimental effects that can be caused by rapid communication of information (Digital Technology, 2015).

Digital information is difficult to permanently delete. Digital information can be stored on a range of digital devices such as smartphones, laptops, and internet servers, it can be communicated through email. Sometimes, it is difficult for the person to identify, which information is stored where, for example, a smartphone is automatically synchronizing the stored information with the laptop computer or to the cloud. Recovered or restored from the record after deletion can be used by making use of the accessible tools. Temporarily stored on a device, for example, a device will download the information to present a website and then can delete it when the web browser is closed (Digital Technology, 2015).

Digital information can be remotely accessed. The transmitting of digital devices, such as smartphones or laptops can be remotely accessed by making use of the internet connection. In the present existence, there have been development of all types of facilities and internet in mobile phones, which individuals have access to all the time. Content of the website can be remotely accessed and edited, and example of actions that can be carried out include, deleting, adding or editing of the information stored in the digital device or the webpage. Accessing the location services of the device to find its specific location, and turning on the web camera and using it to record. (Digital Technology, 2015).

## **TYPES OF DIGITAL TECHNOLOGY**

The various types of digital technologies that have been used on a comprehensive scale and have proved beneficial to the individuals have been stated as follows: (Capaldo, Flanagan, & Littrell, 2008).

Search Engines –Search engines and internet are the valuable tools that play an important part in making provision of knowledge and information to the individuals in various ways. In educational institutions and within the organizations, individuals make use of the internet to search for needed information and facilitate their understanding. Individuals in educational institutions often experience difficulties in understanding the concepts, hence, the main advantage of the internet is to provide solutions to the problems and answers to questions. When the instructor gives an assignment to the individuals and they possess limited knowledge, then search engines and internet are regarded as the main aspects that enrich understanding of the individuals.

Technologies used for Special Needs - In special education, there have been usage of technologies to facilitate learning and understanding of academic concepts amongst students with special needs. These software programs provide that when practice is implemented in an stimulating way that acquires the attention of the students. These programs are also advantageous for making the best use of a student's time. Students in educational institutions learn in accordance to the time, hence, these technologies help in making the best use of their time. The students with special needs, such as hearing impairments, visual impairments, autism, and so forth, need technologies in order to facilitate their learning. When students experience these problems, it is the job of the instructor to provide them assistance to acquire understanding of the concepts. To accomplish this purpose, it is vital for the instructors to possess adequate knowledge regarding the concepts and how to make use of technologies.

Digital Camera –The main purpose of digital camera is to take pictures of individuals as well as things. Individuals in the present existence, make use of digital camera for taking pictures of locations, objects, articles, things, other individuals and so forth. In educational institutions and in organizations, digital camera is also considered as an effective type of digital technology. Individuals take pictures of field trips, places, activities, experiments, meetings, presentations, seminars, conferences and so forth. When initiating magazines of past events, it is important to display pictures within them. Pictures are made use of to write books, articles, practice writing skills and to teach sequencing and vocabulary. Pictures enable to generate meaningful and important strategies for learning and communicating.

Microsoft Office – Microsoft office is an operating system, which is used to prepare articles, reports, assignments and projects. In this case, Microsoft word is used to prepare any type of writing assignments, such as articles, research papers, reports, or projects. Microsoft Power-point is used to prepare presentations and Microsoft Excel is used to prepare spreadsheets. The knowledge of Microsoft office in most cases, individuals begin to acquire when they get enrolled in junior school. At the school level, individuals are able to learn in a more effective manner, how they can make use of computers and Microsoft office to prepare their assignments. In higher educational institutions and within the organizations, individuals are able to make more enhanced use of it, to carry out their job duties in an efficient manner.

Smartphones and Mobile Phones – Smartphones and mobile phones in the present existence have been useful to the individuals in numerous ways. The first and the foremost function of these devices is to communicate with the other individuals, located nearby as well

as at a distance. The individuals are able to communicate with each other through verbal conversation as well as through written texts and messages. They are able to use these devices to search information as well as for leisure and recreational purposes. Another important benefit of these devices is to carry out other day to day functions such as, paying of bills, purchasing groceries and other items, and so forth. They work as cameras that is used for taking pictures and individuals are able to transfer easily from one place to another by following the maps.

**3D Printing** – 3D printing is an additive manufacturing technology for making three-dimensional objects of almost any shape using a digital model. The technology is already in use in a number of sectors, most noticeably in prototyping and in various sectors as varied as in the manufacturing of jewellery and aerospace industries and the number of applications is increasing in a rapid way. In particular, the use of graphene as a material for 3D printing would open up the number of items able to be produced in this manner, for example manufacturing entire computers and solar panels (Ten Technologies which would change Our Lives, 2015).

**Massive Open Online Courses (MOOCs)** –There have been changes and transformations coming about in the world of education and in the introduction of MOOCs. These are the educational courses, accessed by the participants through online means, especially through the use of personal computers. These can be followed by a large number of students simultaneously. Internet is used for open education around the world and in terms of accessing the course that is often available free of charge. The technology is still in an investigation phase and a basic MOOC model has not yet been recognized although the MOOC model has evolved to some extent with x and c MOOCs being produced (Ten Technologies which would change Our Lives, 2015).

**Virtual Currencies (Bitcoin)** –Virtual currencies such as bitcoin are contributing in the expansion of the frontiers of the digital economy. The virtual currencies have gained attention of the individuals to a large extent and this significant technology has made provision of opportunities for policy making. A virtual currency, such as Bitcoin relies instead upon records of communications and businesses to be noted in an anonymous online ledger known as a block-chain. This averts double spending of Bitcoins and eliminates the need for third party substantiation of transactions, a function usually performed by financial institutions, such as banks (Ten Technologies which would change Our Lives, 2015).

**Wearable Technologies** –The term ‘wearable technology’ applies to a wide range of technologies being used all over the world. Wearable technologies are described in terms of being technical textiles which consists of alternative materials with innovative and beneficial properties such as, being light weight, flexible, heat resilient, etc., and new technologies that have been made to be more multipurpose and can be worn with ease, such as Google Glass or well-designed constituents of present technological systems. The significance of wearable technologies has also been acknowledged by the European Commission, which is indirectly providing assistance for fundamental enabling technologies, through its Horizon 2020

programme, vital to developing such wearable technologies, such as nanotechnology and micro-electronics (Ten Technologies which would change Our Lives, 2015).

Smart Home Technologies - The Internet of Things (IoT) defines the increased level of connectivity between digital devices within the society, for example smart phones and televisions. These devices and technologies are being made use of in number of homes throughout the world. Smart homes are a practical application of the IoT in the buildings that individuals reside in. Smart Homes consist of a number of electrical devices that are involved in interconnections with each other via an internal network that is also connected to the Internet. Such a house of the future would be built around an intellectual observing and control system that makes provision of the user with larger flexibility in the management of their daily energy and water consumption. Smart homes are usually equipped with multimedia systems that can provide personalised content in each room (Ten Technologies which would change Our Lives, 2015).

## **MEASURES TO USE DIGITAL TECHNOLOGY IN A SAFE AND RESPONSIBLE MANNER**

The measures that need to be promoted to ensure the safe and responsible use of digital technology have been stated as follows: (Digital Technology, 2015).

Prevention – The prevention activities that involve digital technology is better than coping with the problems that arise. An effective prevention strategy is comprised of activities, such as, promotional that guide the learning of the young individuals in the digital world and protective, these aim to alleviate the risk by implementation of protecting, support and intervention strategies.

Incident Response – There are occurrence of risks, and to cope up with them in an efficient manner, it is vital to eliminate the risks associated with incidents. The educational institutions develop response plans, before any kind of incident occurs. The main purpose of the incident response is to alleviate distress, and maintain security and protection. Emphasis is put upon the behaviour of the individuals and one should maintain the integrity of the digital services.

The legislation and Incident Management – The Education Act 1989, provides to the teachers and the staff members with the power and authority to believe that students have digital information stored in their digital technology or other technology that is imposing unfavourable effects upon the learning environment.

Response Planning – The individuals and the staff members in organizations should identify the roles and responsibilities. When individuals are aware that they have to make use of digital technology for efficiency, assist and make provision of security, then they are able to make effective use of it. In case of any problems or difficult situations, individuals should plan their responses manageably and should not implement any measure in a rapid manner.

School's Responsibility and Authority to Act –When instructors or the supervisors are teaching students and other individuals how to make use of technology, they should first of all, communicate to them the notion that technology needs to be made use of in an honest and ethical manner. In the present existence, digital technology is used for leisure and recreational purposes as well, but individuals should possess the traits of morality, truthfulness, honesty and decency.

Decisions about Inappropriate and Unlawful Conduct –The usage of digital technology in the present existence is used for almost all purposes. These include, education, business, administration, management, leisure, recreation, generating information, knowledge, awareness, research, writing and communicating. If individuals misuse technology or get involved into any type of unlawful conduct, then it is vital to make appropriate decisions to prevent the unlawful conduct from taking place in future and individuals involved need to be given warning.

Effective Management – When individuals are working on technology, they need to pay adequate attention and put emphasis upon its management and administration. For instance, computers and laptops need to be made use of and stored in a clean and dry place. It is recommended that when individuals possess awareness and knowledge about the usage of technology, only then they should make use of it.

Ownership of Digital Technology and Information –In educational institutions and organizations, there is usage of technology on a comprehensive scale and all the members of the organization carry out their work through the usage of computers and mobile devices. Therefore, there is availability of large number of machines in all offices. The individuals possess different educational qualifications, but it is vital that they should possess the skills and abilities regarding ownership of digital technology and information.

Using Social Media and other online Services in Teaching and Learning –Social media and other online services make provision of a range of tools that support innovative teaching practices and enhance student learning in the field of education. The schools need to make use of policies and procedures that promote utilization of online services in teaching and learning. These include, account ownership, content ownership, privacy and guiding the online behaviour of students.

Ethics and Principles – When individuals are making use of digital technology for their own personal use, to prepare a project or assignment or report or to communicate with other individuals, it is vital they should follow the ethics and the principles. The technology should not be made use of to harm or to impose detrimental effects upon anybody. It should be made use of to generate well-being of the individuals and communication and impartment of information to the individuals is done in a rapid manner.

## CONCLUSION

It has been understood that digital technology has gained prominence all over the world. When individuals make use of digital technology, they have a purpose. They either have to communicate with others, share information, acquire information, generate awareness, upgrade their knowledge and skills, devise innovative strategies and methods in their work and so forth. In order to achieve the purpose, it is vital for the individuals to possess efficient knowledge and skills to make use of digital technology. To facilitate understanding and achievement of goals and objectives, it is vital that individuals be provided with the tools and equipment that is required to collaborate and work in integration.

In education and management, it is essential to co-ordinate digital technology to avoid the implementations of activities that may impose unfavourable effects and different ownerships. One should adopt clear roadmaps to ensure that digital workplace provides measurable business values and individuals are able to put into operation various technologies that may enhance their job functions. The digital workplace is present in every organization and industry in the present existence. It will take a different form depending on what are the goals and objectives of the industry and business. There are numerous types of digital technologies. Computers, laptops, smartphones, mobile phones are the ones that are extensively made use of in all areas. The individuals make use of these technologies in the management of their homes. It is vital for the individuals to possess the knowledge of what are the technologies within the organization, in which they are working and how their use will vary.

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