

5. WHAT DO YOU SEE?



Understand what a digital footprint and a digital impression is and how to keep it safe.



Digital device, paper, pencil, Digital footprint & Log Book (See Tool below)

WHAT HAPPENS:

Every time you go online on a computer, phone, tablet, 'smart' TV, game system, or other device that stream or share content you leave traces of your online information, data and actions: that is your digital footprint.

If you use the internet you are certain to have a digital footprint.

Can you think of any activities or actions that you do using the internet? Write them down on the Footprint template to create your own digital footprint. How many can you think of?

Why do you think it is important to be aware of and take care of our digital footprint?

Your **digital footprint** follows you everywhere you go on the internet. Every time you sign up for something, create a new account, comment/like/dislike other people's photos, comments or videos, upload a photo or join a social media network, browse a website, share your location, e-shop, you are adding one more thing to your footprint. Anything you share online might stay there for a really long time, unless you, or someone else, deletes it, and even then, it is not sure it will disappear completely. Learn what information is safe to share online in activity 'Share it or keep it' on page 60.

If your profile on social media or online games is set to 'public' – it means that anyone can see it. And that can be unsafe as it leaves you open to whomever might want to take advantage of you. For example, tagging your location in public posts can inform someone you don't know about where you are.

For the next part of the activity you can pair with someone you trust – a friend, a sibling, a caregiver. Each one goes online and searches the other one's name to see what comes up on a web search and on specific social media. Make sure you are signed out of your personal account on all social media sites.

To make your search more effective, you can add some information next to your name, like the city you live in. Look for content including achievements, hobbies, language in comments (slang, formal language typos, swear words, offensive language), photos, any controversial or illegal activity, and your personal information (address, phone number, location etc). Every time you find something note it down on your Log Book.

5. WHAT DO YOU SEE? (CONTINUED)

When you are done, think about the following:

- Think about how you can keep your digital footprint safe.
- What does your footprint say about you? Does this represent who you really are face to face?
- Is there something you saw that you would like to delete or any app settings that you can change to make your account more secure? Make the necessary changes.
- What could you do differently from now on, in order to create a positive digital impression and keep your profile as safe as possible? Think about 5 key actions.

DID YOU KNOW?

Anything you post on a social media account can be visible by other people, even those you don't know, unless your sharing settings are set to private.

Visit <https://www.net-aware.org.uk/> to find out how to keep everything private on specific applications (apps).

Share your experiences with your group.

Your **digital impression** is what others think of you through how you act online, and unlike something you might say out loud, the internet doesn't forget the things you post. How do you want people to view you? You are in control of that.



SEARCH RESULTS

You can keep your digital footprint safe and your digital impression in control. Here is how:

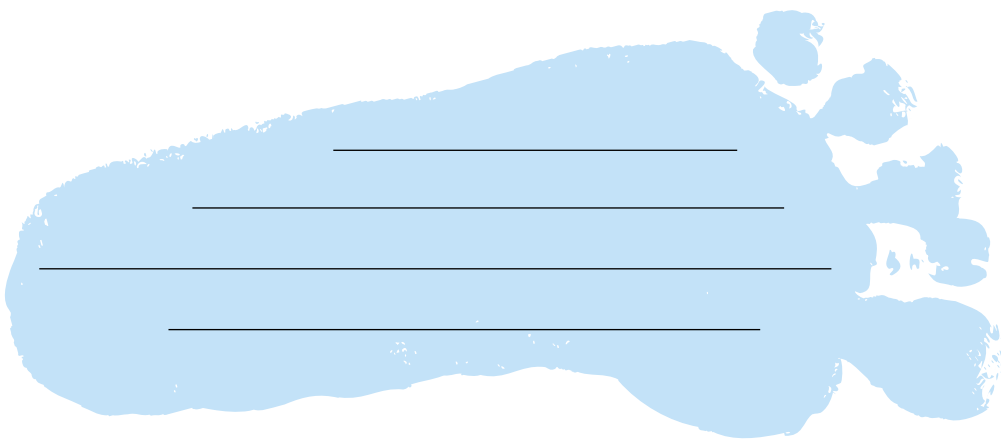
- When setting up a social network profile, don't use your full name.
- Check your privacy settings before posting. If your posts can be accessed by everyone you know, don't post anything that you wouldn't want everyone you know to see.
- Remove any personal information from your profile or the posts that could be used to identify you, such as full names, ages, locations, phone numbers, or the name of your school.
- Remember that once something is posted online, it cannot be taken back. Even if you delete a post, its content could have been copied. Individuals who want to know more about you can learn a lot by searching for you on the internet – so be careful how much you share!
- If anything makes you feel uncomfortable, such as others making comments you don't like, speak to an adult you trust.
- Be positive, avoid the negative. Consider what someone you respect might think if they saw your post or uploaded photo.
- Make sure you think twice before tagging your location – it can show strangers where you are.
- If a photo or video, or a tag of you has been posted online and you feel uncomfortable, it is your right to ask the person who posted it to take it down.
- You should always ask for permission before posting a photo or video of someone else on social media.
- Ask a trusted adult to follow your profile and keep an eye on what is posted there.
- If you are worried about something you have put on the internet, talk to someone face to face. If you do mess up, act fast to set things straight. Information travels so quickly that if you want to limit the consequences of that nasty post or embarrassing photo, delete it as quickly as you can. Do you owe someone an apology? It looks a lot better if you take responsibility for your mistakes.
- Create safe and positive content about yourself online, so you can encourage positive search results.

5. WHAT DO YOU SEE? (CONTINUED)

TOOL ★ DIGITAL FOOTPRINT

LOG BOOK

Activity found	Where did I find it?	What was it exactly	Positive footprint	Negative footprint	Do I need to change something?
Example: Post congratulating friends	Facebook	Public post	yes		Set posts to private on privacy settings
Example: Photo of birthday celebration	Twitter	Tagging location		Yes	Turn off location information



TIP!

Setting up your profile on a social network or chat room? Create an avatar or an emoji instead of using your photo. There several free tools to use, some of which are [Bitmoji](#) or [Avatar Maker](#)

TIP!

Check the privacy settings of sites where you post information.