Social and Online Media Virtual Learning

Grades 9-12/Digital Footprints - Day 5 of 5

May 15, 2020

9-12/Social and Online Media
Lesson: May 14, 2020

Objective/Learning Target:
Students Will Create a Plan to Manage One's Digital Footprint

Let's Get Started:

Let's look at our answers from yesterday. Take some of the suggestions and tips from yesterday and create a five to seven step plan to monitor and protect your own digital footprint moving forward.

Be specific and revisit this plan monthly. Are you following the plan? Is it working? Do you need to make any changes to it.

Review: What are ways you can manage your digital footprint?

12 Tips For Students To Manage Their Digital Footprints

1. Be kind, helpful, and understanding
2. Use privacy settings
3. Keep a list of accounts
4. Don't overshare
5. Use a password keeper
6. Google yourself
7. Monitor linking accounts
8. Consider using an anonymous secondary email
9. At least skim the terms and conditions
10. Know that sending is like publishing–forever
11. Understand that searches are social
12. Use digital tools to manage your digital footprint

Review: What are ways you can manage your digital footprint?

1. Be kind, helpful, and understanding - Or put another way, demonstrate digital citizenship. This may not seem like a way to practically 'manage your digital footprint,' but part of managing your digital footprint isn't just about privacy and anonymity. In large part, one of the most effective ways to 'manage' your footprints is to make sure that the prints you do leave are good ones.

2. Use privacy settings - Let's talk Facebook, shall we? Chances are pretty good that you can be counted among the 1.3 billion monthly active users of the social media giant, and there's practically no other website that contains such a breadth and depth of personal information. Put all of your social media accounts, including Facebook, on a short leash. This might be the most important step toward managing your digital footprint.

3. Keep a list of accounts - Then delete the ones you no longer use. That myspace page you signed up for? Don't just forget about it–find it and delete it. One tip: Use Pocket (and add the Pocket button to your browser–for Google Chrome, for example). Every time you sign up for an account, add that site to your 'Pocket' account and tag it 'Account.' Then, every six months, go in and deactivate/remove dormant accounts you no longer need or use.

Review: <u>What are ways you can manage your digital footprint?</u>

4. Don't overshare - Perhaps the best tip for helping students maintain privacy on twitter is one that can be applied across the whole spectrum of social networking tools: Don't overshare. As much of an alien concept as it may be to students these days, the only sure-fire way to avoid digital footprint trouble is for them to keep quiet about anything they wouldn't want the world to know.

5. Use a password keeper - This is more of a security thing, but the worst kind of footprint is the one you didn't make that contains all of your sensitive information. It's too much work to remember 50 different passwords, and every site has their own unique rules.

6. Continuously Google yourself and monitor what you post and put out there - You may be surprised what you find.

7. Monitor linking account - When you link your facebook or twitter account to that new site (whatever site that might be), you may not realize–or care at the moment–what you're giving it access to. It's usually safest to use a secondary email address to sign-up for new sites rather than granting this kind of access.

Review: <u>What are ways you can manage your digital footprint?</u>

8. Consider using an anonymous secondary email - Whether you're communicating with someone new or signing up for a new social media platform, it can be useful to have a secondary email address.

9. At least skim the terms and conditions - Few people read every word of every Terms & Conditions page–and even if you did, you may not understand them all and how they can and might impact you. But to not even have the slightest idea what you're agreeing to when you do 'accept' those terms and conditions only has the potential to harm any legacy of your use of a site, platform, or page (i.e., your digital footprints).

10. Know that sending is like publishing–forever - Every time you send a message, post, or picture, you're publishing it the same way CNN does a news story. And the internet never forgets.

Remember the danger of the screenshot. Things don't disappear. How many times have you screenshotted something that was sent to you or someone else posted?

Review: <u>What are ways you can manage your digital footprint?</u>

11. Understand that searches are social - There's another side to your digital footprint, too — it's not always information that you choose to make public. Remember, with or without privacy controls, Facebook still records and uses every scrap of information it gets to better determine its users' marketing demographics. Google pulls the same trick with search and browsing habits. If a student is logged into their Google account, the service tracks every keyword they search, every web page they visit, and every time they visit Youtube.

12. Use digital tools to manage your digital footprint - A host of browser extensions and app add-ons can also limit the surreptitious capture of personal information. VPNs, VPN protocols, and other browser tools and website opt-outs, to name a few. (You can read more about TeachThought's Privacy Policy here, for example.)

There are companies whose job is to search the digital world for employers, colleges, law enforcement, and many more entities.

Practice: Helping Your Peers Manage Their Digital Footprint

Although the slides were a lot of review, the most important part of this lesson will be this Activity.

1. It will re-enforce the need for a strong plan for managing your own digital footprint.
2. It will create a plan for helping your peers manage their own digital footprint?

Practice #1: Helping Your Peers Manage Their Digital Footprint

Look back at your Management Plan from the beginning of this lesson.

Now, create a plan that could go out to your peers to help them manage their Digital Footprint. It should include:
1. What a Digital Footprint is.
2. Why having a good Digital Footprint is important to them.
3. A list of things that impact one's Digital Footprint.
4. A 5-to-7 step plan for managing one's Digital Footprint.

Practice #2: Helping Your Peers Manage Their Digital Footprint

Take your answers from Practice #1 and create a poster or flyer (either hand-drawn for digital) that demonstrates the need for a positive Digital Footprint. Some focuses could include:

- Why a Positive Digital Footprint is Important.
- Steps to Protect Your Digital Footprint
- Promotional/Persuasive Message to Protect Your Digital Footprint
- Any Other Ideas You Might Have

Please share the plans and posters/flyers with your teachers. We would love to see all of the great work you are doing.

Other Resources

[The Importance of a Positive Digital Footprint](#)

[Your Digital Trail](#)

[Help Protect Your Digital Footprint](#)