

10 things you should know about your digital footprint...

1. Digital footprints can be both harmful and helpful to your reputation in the future!
2. You should always think before you post anything online!
3. When you search online, visit websites and interact with others, you are leaving a trail of information behind you!
4. Once something is put online, it is there forever – even if you think it's been deleted!
5. Parts of your digital footprint can be searched for or shared by others!
6. Things you think your'e sending to one person could be sent to many more!
7. If you have old accounts that you no longer use, they should be disabled or deleted!
8. Keep your personal details private and check the privacy settings of your online accounts regularly!
9. Google yourself regularly to see what other people can see about you!
10. Be mindful of other people's digital footprints. Ask before posting photos of them or tagging them.