Managing Your Digital Footprint

#FCPSDigCit

1. **Keep a List of Accounts**
   Every time you set up a new account; add it to a list so you will remember what you have. Be sure to delete any accounts you no longer use on an annual basis, or more frequently if possible.

2. **Use Privacy Settings**
   Use the list of accounts to be certain you've personally read and selected the privacy settings that are right for you for <u>every </u>service you use.

3. **Use a Secondary Email**
   When signing up for a new account or social media platform, it can be useful to have a secondary email address that you only use to set up accounts.

4. **Use a Password Keeper**
   It is a best practice to use different passwords for the services you use. There are several encrypted password keeper services that can help you manage all of these passwords. However, it is not recommended that passwords associated with financial accounts or medical accounts be stored in the password keeper. Commit those passwords to memory and use the forgot password service if you forget them.

5. **Google Yourself Regularly**
   Search for yourself on Google, Bing, Twitter, Facebook, and as many other services as you can. Don't stop looking at the first page of results, look to the results on pages 2, 3 or more.
   - **TIP 1**: Search for yourself in incognito mode for the best results. If you can search using a computer you've never used before, even better.
   - **TIP 2**: Set up a Google Alert so you receive an email when something is published with your name.

6. **Monitor Linking Accounts**
   When you login to other services using your Facebook, Google or Twitter account, 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.

7. **You Don't Need 12 Email Addresses**
   That said, you don't need 12. Keep it manageable.

8. **Don't Overshare**
   The only way to avoid digital footprint trouble is to keep quiet about anything you wouldn't want to share with everyone in town. This includes usernames, aliases, passwords, last names, pictures,

addresses, and other important information. Those photos from the last party you posted? You can be sure that someone you never intended to share them with will see them.

9. **Sending is Like Publishing–Forever**
Every time you send a message, post, or picture, you're publishing it. Make good choices. Remember that nothing you do or share online is private. Ever.

10. **Remove Negative or Questionable Content**
Immediately remove anything that could reflect on you negatively whenever possible. If someone else posted it, ask that they remove it. Remember that once something is online, it is possible for it to exist even after you've r emoved it. Removing it makes only it less likely to be seen and shared widely.

11. **If You Can't Remove It, Bury It**
Intentionally create a positive footprint that showcases your talents, accomplishments and contributions to your school and community. This will also push any negative results to pages 2 or beyond, where   most people don't look.

12. **Understand That Searches Are Social**
Social Media services and web browsers such as Google and Bing collect every search term you use and every website you visit so they can target the ads that you see. Less profit-motivated search engines like DuckDuckGo.com and Ixquick.com make explicit policy of protecting users' browsing privacy.

Works Cited

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