

Managing Your Digital Footprint

In this topic, you will:

- Learn how to **trace and manage your own digital footprint**
- **Set your own boundaries** with regards to how much you should share online

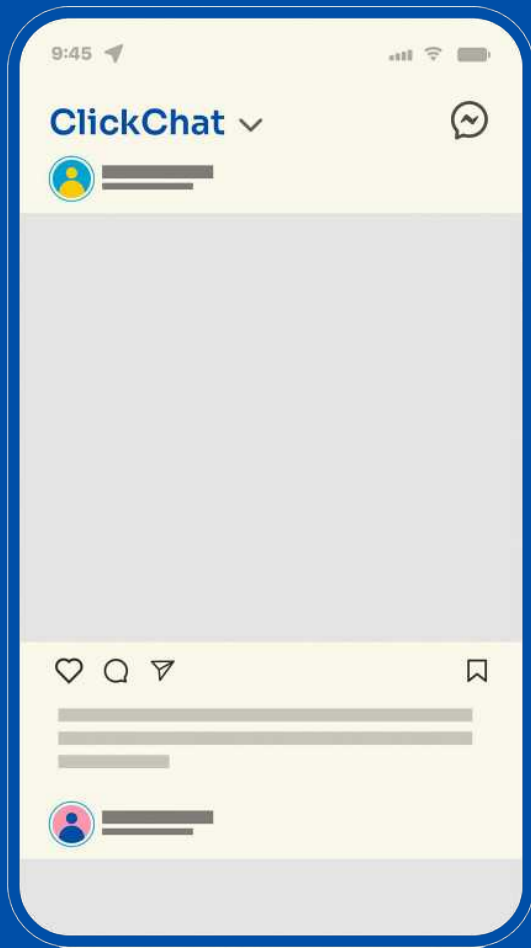




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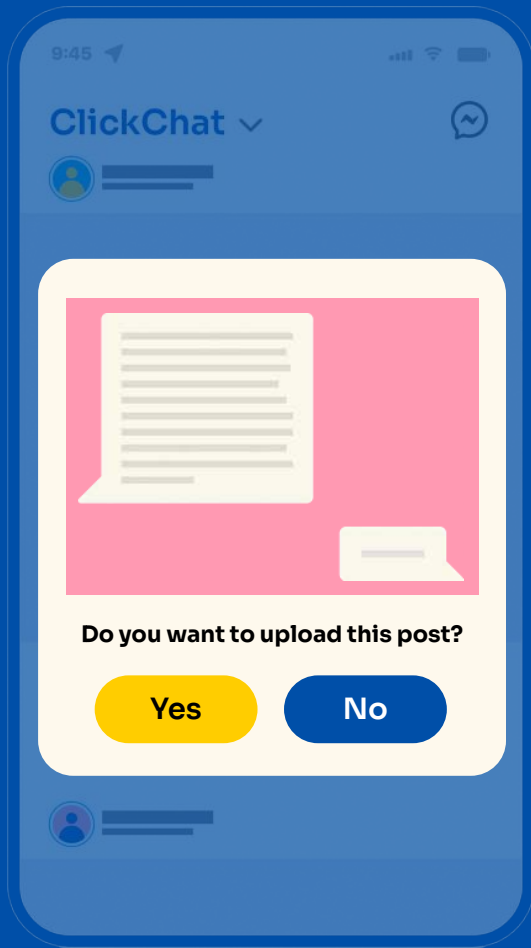
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GOT IT!



You've just had an argument with a close friend.

You feel like you need to rant about your emotions to somebody.



Do you screenshot the
private messages
between you and your
friend, and post them on
Clickchat?



Select an option.

Image: [Pexels](#)

You picked “Yes”!

This may not have been the best choice.

You immediately receive a private message from your friend after posting.

Your friend is now even more upset with you. There were personal details in the conversation that they would have preferred to keep private.

NEXT



Image: [Pexels](#)

Why is this not a great choice?

- Just put yourself in your friend’s shoes: you wouldn’t want to have private details about your friendship posted online where everyone can see it, would you?
- In this case, it is important to remember that **whatever we do and share online can affect our digital footprint**. Learning how to manage that is thus a big component of how we can build a more positive digital environment for ourselves.

NEXT

SEE OTHER OPTION

You picked “No”!

This is a great choice!

You decide to be more careful about this and choose to vent your emotions in your private journal instead.

This allows you time to process your feelings and plan out your next steps forward.

NEXT

Why is this a good choice?

- Knowing where and when to share about something online means that you understand **how online activities can have implications on a person’s digital footprint.**
- In this scenario, for instance, posting personal details about your relationship with your friend could have escalated the situation. You might also have revealed personal information about your friend that they had wanted to keep private.

NEXT

SEE OTHER OPTION

Definition

What we have just seen is an example of someone trying to make a decision on how to **manage their digital footprint.**



What does managing your digital footprint entail?

- Being aware of how your online activities can affect how others view you
- Being mindful of and taking actions to reduce your data trail in the digital space
- Setting boundaries for how much information you want to share online

Case study:

Oversharing

Oversharing has become increasingly common in our day-to-day lives.

- The good news about the rise of social media is that we can use these platforms to stay connected with our friends and loved ones by updating them about what's happening in our lives.
- The bad news is that this had led to the emergence of a phenomenon known as oversharing, where we are encouraged to constantly share details about our personal life and daily routines on the Internet.



Image: [Pexels](#)



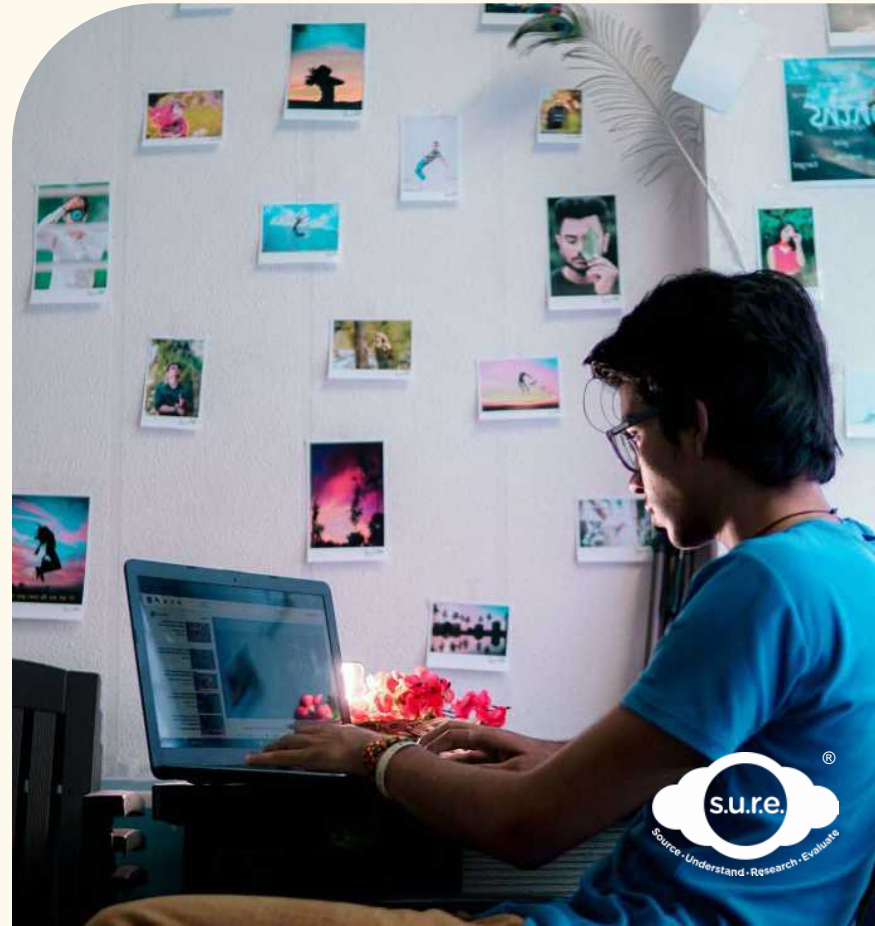
Some examples of oversharing include:

- Posting images or videos that are meant to be private, especially embarrassing ones of yourself or others
- Posting personal details about your relationships, or about your friends and loved ones
- Regularly posting about where you are through a platform's geotagging functions
- Using social media platforms as a way to vent your emotions

- This makes it hard for us to know where and when we should draw the line on what to share online.
- Even if these interactions happen behind a private social media page, someone can still take a screenshot of what you have posted and leak that information online.
- Not only does this jeopardise your privacy and security (as in [the case of American celebrity Kim Kardashian when she was robbed in Paris](#) after revealing her whereabouts on social media), it can also impact your digital footprint negatively.



Watch [this video](#) to find out what teens think about oversharing.



In the digital age, it would be unrealistic to expect us to cut ourselves off from everyone else by not sharing anything about ourselves online.



What we can do is to be aware of where we are posting our personal information online and knowing who has access to it.

We can try practicing some of the tips below to better manage our digital footprint:



Know what's available about you online.

Get a summary of your personal data in your Google account by following the steps [here](#). From there, you can decide what to keep and what to delete.



Stop yourself from oversharing.

Even if your social media account is private, you should still avoid sharing overly personal texts, photos and videos on platforms, such as Instagram and TikTok.



Remove any private content.

If you have overshared or accidentally posted something that you should have kept private, you should remove it immediately to minimise the impact of such actions on your digital footprint.



Consider alternatives for communication.

If a message is supposed to be private, it might be better to turn to messaging channels, such as WhatsApp or Telegram. You can also do a phone or video call, and communicate face-to-face.



How much information is too much?

Watch this [video](#) about the dangers of oversharing on social media.

Use the S.U.R.E. framework to discover more about oversharing.

NEXT

Image: [Pexels](#)

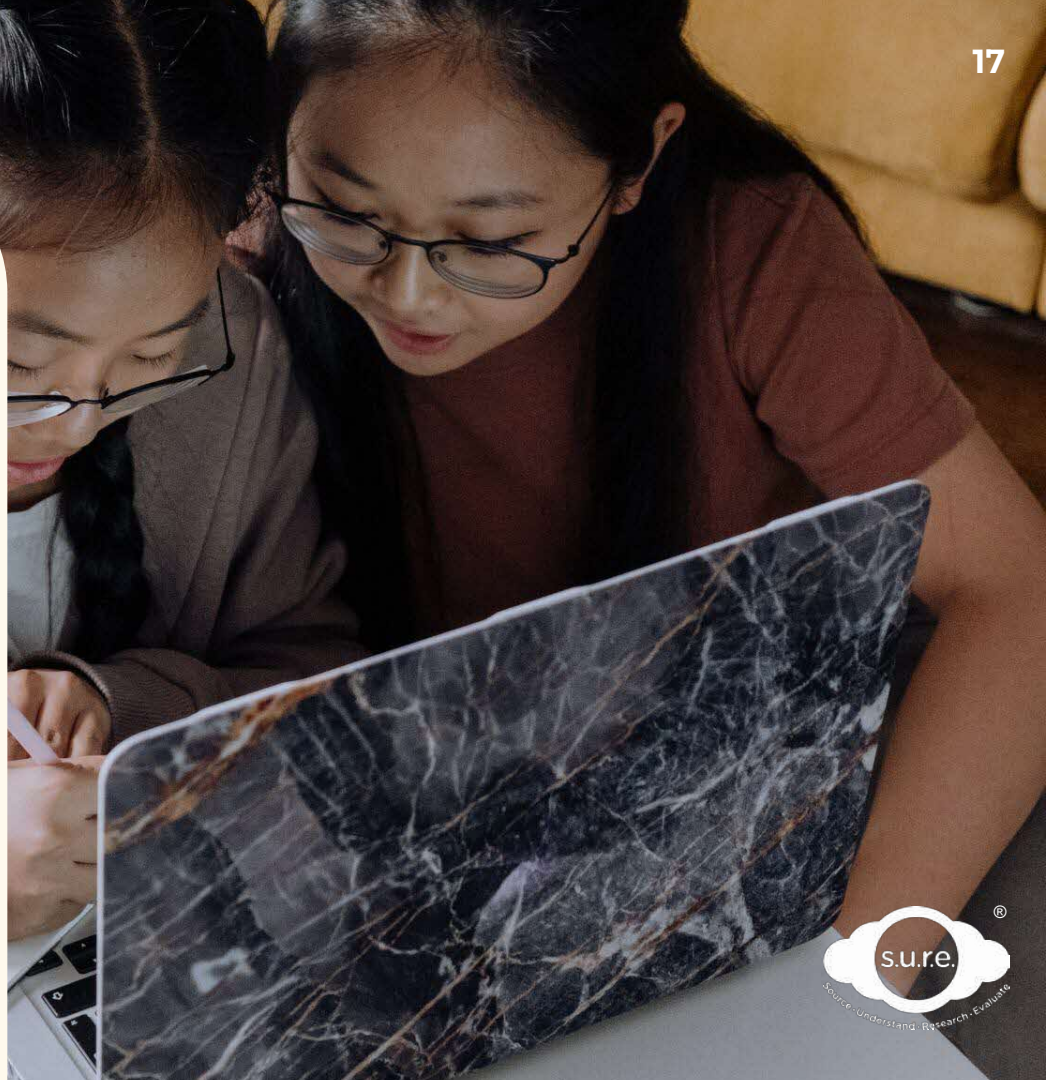
Answer these guiding questions below:

SOURCE: What do various sources or experts say about this topic?

UNDERSTAND: What are some of the insights shared that can help you understand how oversharing on social media affects your digital footprint?

RESEARCH: How can you research more about this topic on your own?

EVALUATE: Based on the information you have, what are the steps you can take to better manage your digital footprint?



There's more!

Move on to the next topic
Managing Risks to learn more
about how you can protect
yourself in the online space.

