



DIGIT

BOOST COMPETENCES FOR RESPONSIBLE ONLINE IDENTITY

A **DIGITAL FOOTPRINT** is the **record or trail left by the activities you do online**, such as social media interactions, information on your personal website, your browsing history, your online subscriptions, any photo galleries/videos you've uploaded — essentially, **anything on the web that can be traced back to you.**

In this section you can find **20 USEFUL TIPS** to help you understand the concept of **digital footprint** and what actions you can take to become a **RESPONSIBLE DIGITAL CITIZEN.**

DIGITAL FOOTPRINT: do you think about it when you are online?

Reflect before **posting something online** and ask yourself: which kind of message am I sending to the public?

Do you always **consider privacy options** when opening a new account?

Be sure to **Google yourself** to check what others can see about you and see what information is out there about you.

**YOUR DIGITAL FOOTPRINT
DEVELOPS AS YOU SPEND
MORE TIME ONLINE!**

With **your accounts online** you can take many actions: from sending and receiving emails to buying things and staying in touch with your friends!

- ✓ Check and review your **privacy settings** every once in a while – do you know all your contacts personally? What do you want them to see?
- ✓ Read **terms and conditions** when you subscribe to something so you can see what third parties can register about your personal information.
- ✓ Limit the number of **email accounts** and delete those you don't use anymore... Are you still using MySpace for instance? Delete it!
- ✓ Always check the latest **data regulation and privacy policies.**
- ✓ Set control options for the **financial operations** you make online as purchases or through your bank e.g. instant message when you transfer money or strong authentication settings.
- ✓ Do not overshare **personal information** e.g. address, fiscal code, personal life details etc.

Your online **behaviour** counts as the one you have in public. Be a responsible citizen both online and offline!

- ✓ When you **write** something, think about it: am I offending someone? Are there other ways to express my opinion? Apply etiquette the same as you would in person.
- ✓ When posting a **picture**, reflect on the subject! Is it appropriate? Is it damaging to me, my reputation or even someone else?
- ✓ When you share something, try to verify the source of the information and make sure you are not facing a case of **fake news.**
- ✓ Understand that when you send something online, it can be traced **forever.**

Be smart! There are some tricks you can apply to **navigate safely.**

- ✓ Use **connections** you can trust, especially when you are in Wi-Fi mode.
- ✓ Change your **passwords** frequently and do not use the same for all your accounts. When you set a password, use long words, numbers and symbols and if you struggle to remember them consider using a password keeper!
- ✓ Consider **antivirus and antispyware** as an investment that can help protect your PC. There are a lot of options, including free or very cheap ones.
- ✓ Try to stay informed about recent **hacking cases**, especially those involving big providers so you are aware of potential breaches of your data (such as recent Facebook and Twitter breaches!).

The use and overuse of the Internet involves **psychological and physical factors**, which can lead to issues like addiction, isolation, nomophobia etc.

We should also pay attention to episodes of **cyberbullying** which may affect both us and the people around us.

- ✓ **Balance** the time you spend online, especially if you have children, so that you can set a good example for them.
- ✓ Be informed about the **symptoms** of online addiction so that you can understand when you or a person around you is affected, and act upon this.
- ✓ Be aware of the fact that the information and advertisements you see on social media and other platforms are displayed according to your **online habits**, so they are not purely informative and can make you feel like you are living in a bubble.

MANAGEMENT OF PERSONAL
ACCOUNTS AND IMAGE

BE A RESPONSIBLE
DIGITAL CITIZEN

BE SAFE ONLINE AND
SECURE YOUR PC

THE SIDE EFFECTS OF
EXCESSIVE INTERNET USE

