

**Part 4 – Leaving digital footprint**

| I know                                                              | Date when achieved |
|---------------------------------------------------------------------|--------------------|
| 1. What information I should not share on Internet to stay safe     |                    |
| 2. What is digital footprint and when I leave it.                   |                    |
| 3. How my digital footprint can be used by others.                  |                    |
| 4. How my digital footprint can impact my digital reputation.       |                    |
| 5. What I should and shouldn't do to protect my digital reputation. |                    |

**Task 1**

**Who would you share your information with online?**

**Choose from: Nobody, Family and friends or Everybody on the internet**

|                                                                  |  |
|------------------------------------------------------------------|--|
| 1. Who would you share a photo with online?                      |  |
| 2. Who would you share your name with online?                    |  |
| 3. Who would you share your address with online?                 |  |
| 4. Who would you share your birth date with online?              |  |
| 5. Who would you share your password with online?                |  |
| 6. Who would you share your email address with online?           |  |
| 7. Who would you share your telephone number with online?        |  |
| 8. Who would you share your favourite football team with online? |  |
| 9. Who would you share your favourite singer with online?        |  |

## Task 2 - Vocabulary

### Match the words and definition

|                                                                                                                |  |              |
|----------------------------------------------------------------------------------------------------------------|--|--------------|
| 1. A track or mark left by a foot or shoe                                                                      |  | to hack      |
| 2. To annoy or bother (someone) in a constant or repeated way                                                  |  | a footprint  |
| 3. To do something in a way that is meant, intended, or planned deliberately                                   |  | to gather    |
| 4. To choose and collect (things)                                                                              |  | deliberately |
| 5. To secretly get access to the files on a computer or network in order to get information                    |  | to evaluate  |
| 6. The marks, signs, smells, etc., that are left behind by someone or something and that can often be followed |  | reputation   |
| 7. To judge the value or condition of (someone or something) in a careful and thoughtful way                   |  | a trail      |
| 8. The way in which people think of someone or something reputation                                            |  | to harass    |

Fill the gaps with the correct word. You might have to change the tense of the verbs.

|             |             |           |              |
|-------------|-------------|-----------|--------------|
| to hack     | a footprint | to gather | deliberately |
| to evaluate | reputation  | a trail   | to harass    |

|            |  |                                       |
|------------|--|---------------------------------------|
| 1. Someone |  | into the company's financial records. |
|------------|--|---------------------------------------|

|                            |  |              |
|----------------------------|--|--------------|
| 2. The child left her tiny |  | in the snow. |
|----------------------------|--|--------------|

|                    |  |       |
|--------------------|--|-------|
| 3. He deliberately |  | them. |
|--------------------|--|-------|

|                  |  |                                |
|------------------|--|--------------------------------|
| 4. The child was |  | flowers to give to his mother. |
|------------------|--|--------------------------------|

|               |  |              |
|---------------|--|--------------|
| 5. We need to |  | our options. |
|---------------|--|--------------|

|                       |  |                        |
|-----------------------|--|------------------------|
| 6. She was constantly |  | by the other students. |
|-----------------------|--|------------------------|

|                   |  |                          |
|-------------------|--|--------------------------|
| 7. The car left a |  | of smoke as it sped off. |
|-------------------|--|--------------------------|

|                                                    |  |
|----------------------------------------------------|--|
| 8. Poor customer service has damaged the company's |  |
|----------------------------------------------------|--|

### Task 3 – Reading

### Digital footprints

#### What are digital footprints and how does it affect an online reputation

We have all heard of the term "digital footprints" but do we really understand what they mean? Whatever we are doing on the internet we can leave a trail of information behind us which people can use to determine what we might be interested in buying, or to try to hack into our online accounts and trying to access passwords etc.

#### So what is a digital footprint?

A digital footprint is data that is left behind when users have been online. There are two types of digital footprints which are passive and active. A passive footprint is made when information is collected from the user without the person knowing this is happening. An active digital footprint is where the user has deliberately shared information about themselves either by using social media sites or by using websites. An example of a passive digital footprint would be where a user has been online and information has been stored on an online database. This can include where they came from, when the footprint was created and a user IP address. A footprint can also be analysed offline and can be stored in files which an administrator can access. These would include information on what that machine might have been used for, but not who had performed the actions.

An example of an active digital footprint is where a user might have logged into a site when editing or making comments such as on an online forum or a social media site.

The registered name or profile can be linked to the posts that have been made and it is surprisingly easy to find out a lot about a person from the trails you leave behind. It is a criminal offence to use the internet to threaten or harass people.

### **Web browsing and digital footprints**

We also leave digital footprint after browsing websites. These are commonly called "cookies" and most websites will ask you to accept the use of cookies before you can access the site, without actually knowing what this means. If we carelessly leave a lot of information about ourselves behind, it could be passively or actively collected by other people just by using a simple search engine.

It is becoming more and more common for employers to evaluate prospective employees based on their online activities. Digital footprints can also be used by the police to gather information about individuals to help them with their enquiries.

Social networking sites can also give a very good idea of an individual's life. These sites can allow digital tracing data which can include what social groups they belong to, their interests, location etc. This data can be gathered and analysed without the users being aware that this is happening.

A lot of employers will also use social media to check prospective employees so it is important that you are careful as to what you post on any such sites. Of course there is no limit as to how far you can go back in time on social media sites and once something is posted, there is no way of removing it completely. Others might have commented or shared your posts and this in turn will create their own digital footprint.

### **So how much privacy do we really have?**

Digital footprints does impact on security, privacy and trust. As the internet becomes bigger and bigger it is becoming increasingly important to think about what might happen to the ownership of the photos that you own and content that you write.

Remember that what goes on the internet normally stays there even if you do delete posts there will be a trail of data that you have left behind.

### **Task 4**

Answer **true** or **false**.

|                                                                                            |  |
|--------------------------------------------------------------------------------------------|--|
| 1. What you do online has effect on your digital reputation.                               |  |
| 2. You leave digital footprint only when you upload photos on social media. false          |  |
| 3. Employers are not allowed to check your social media to find out information about you. |  |
| 4. If you post a comment using a nickname, nobody can find out who you are.                |  |
| 5. When you post something on the internet, it stays there even when you delete it.        |  |

**Task 5**      **Read the text again. Answer the questions.**

1. What are the dangers of posting content that you feel might be inappropriate or controversial and the trail that can be left behind?

2. What are the dangers of posting content and personal details including pictures, address or contact details to anyone online?

3. Many people want to share the fact that they are going on holiday and how long they are going for. What is the impact and what danger could this be placing your family in?

**Task 6**      **Finish the sentences:**

1. If you threaten or harass someone on the internet ...

2. If you write on social media that you are on holidays ...

3. If you post an inappropriate or controversial comment on Internet, ...

4. If you post on social media your personal data, including full address and contact details, ...

5. If you post on the internet photos of your house or flat, ...

**Task 7**

It is a not a good idea to post on the internet photos of your child and a lot of information about them.

1. Do you agree?

**2. Do some research on the internet and write what the specialists advise.**

### **Task 8**

**Write a paragraph to answer each of the question below.**

**1. Explain what is digital footprint and give examples when you leave digital footprint.**

**2. Give examples how your digital footprint can be used by others.**

**3. Explain how your digital footprint can impact you digital reputation.**

**4. Explain what you should and shouldn't do to protect your digital reputation.**

