

MANAGING YOUR ONLINE REPUTATION

webwise.ie CHECKLIST

Your digital footprint is the record you leave behind online. This is made up of your online interactions, information and content you post and share, and includes content shared by others. A digital footprint can build up a picture of you online, use this simple checklist to help manage your online reputation.



CHECK YOUR SETTINGS: Some of the most popular social networks are set to public by default, meaning everyone can see our photos, what we are sharing or talking about. Regularly check your privacy settings across your social networks and apps. We recommend a 'friends only' option for your online profiles.



SEARCH FOR YOURSELF ONLINE: Do a quick search for yourself online, if you find something you don't like report it with the website or network host requesting the content be removed.



DEACTIVATE OLD ACCOUNTS: Social media changes so quickly, it can be easy to forget about old accounts or networks we've signed up to. If you're not using an account delete/deactivate it, this can help avoid risk of accounts/profiles being hacked.



MAKE THE MOST OF YOUR TIME ONLINE: What we do online can follow us around, ensure you make a positive impact. Whether it's starting a blog, raising awareness for something you care about or becoming the next Bill Gates...the possibilities are endless!



THINK BEFORE YOU POST: Before you share, comment, like, post, Tweet or pin anything...ask yourself if this is something you want everyone to see? Use the **THINK** model if you're unsure about posting something online >>> Ask yourself is it **True**? Is it **Helpful**? Is it **Illegal**? Is it **Necessary**? Is it **Kind**?