

## What Should Be Shared?

One certainty is that young people need guidance in the online world, just like the offline world. Because of their age and limited life experience, it can be difficult for students to consider if what they're happy to post online *now* is something they'll still be happy with in 1, 5, 10, or 20 years.

There are certain things you can teach students to definitely avoid sharing online. One acronym you could use is YAPPY (**Y**our full name, **A**ddress, **P**hone number, **P**asswords, **Y**our plans and birthday).

There are many grey areas beyond YAPPY though — sharing opinions, sharing information about others, deciding if content you create should have a public audience... the list goes on. Experience and conversation can be vital.

The infographic is set against a teal background. On the left, a yellow speech bubble contains the text "Don't yap about your YAPPY online...". Below it, a list of items to avoid sharing is presented in a mix of yellow and white text: "Your full name", "Address (home/school/email)", "Phone number", "Passwords", and "Your plans and birthday". On the right, the heading "Think carefully before revealing..." is in yellow. Below it, a list of items to think about before sharing is shown in white and teal text: "your opinions", "information about others", "geolocation", "clubs/teams", "photos/videos", and "holiday plans". A cartoon illustration of a boy with glasses and a key icon is positioned next to this list. In the top right corner, there is a Creative Commons license icon (CC BY NC ND). The website "www.kathleenamorris.com" is printed at the bottom left.

**Don't yap about your YAPPY online...**

Your full name  
Address (home/school/email)  
Phone number  
Passwords  
Your plans and birthday

**Think carefully before revealing...**

your opinions    information about others  
geolocation  
clubs/teams  
photos/videos  
holiday plans

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## 10 Things Young People Need To Know About Digital Footprints

1. When you visit websites, search, and interact online, a **trail of information** is left behind.
2. Elements of your digital footprints can be **searched or shared**.
3. Digital footprints can be **helpful or harmful** to reputations both now and in the future.
4. Once online, things can **exist forever** (even if deleted).
5. You should always **think before you post** online.
6. Personal information or opinions sent to one person can be **shared with a larger audience**.
7. **Googling yourself** can be a good habit to get into (or try a search engine like Pipl).
8. Old or inactive accounts should be **disabled or deleted**.
9. You should keep certain personal details private and you can control the **privacy settings** on many of your online accounts.

10. We need to be mindful of the **digital footprints of others** too (e.g. Ask before tagging others in photos).

# 10 THINGS TO KNOW ABOUT DIGITAL FOOTPRINTS

- 1** When you search and interact online, a **trail of info** is left behind.
- 2** Elements of your digital footprints can be **searched or shared**.
- 3** Digital footprints can be **helpful or harmful** to your reputation both now and in the future.
- 4** Once online, things can exist **forever** (even if deleted).
- 5** Always **think** before you post online.
- 6** Personal information or opinions sent to one person can be **shared** with a larger audience.
- 7** **Googling yourself** can be a worthwhile exercise.
- 8** Old or inactive accounts should be **disabled or deleted**.
- 9** Keep personal details private and control the **privacy settings** on your accounts.
- 10** Be mindful of the digital footprints of **others** (e.g. Ask before tagging photos).

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