



# *How to keep your digital footprint safe*

1. Check your privacy settings. A lot of social media sites have privacy settings that can protect your account.
2. Think before you post. Think who will view your post and how they will be affected by it. If you don't want your grandparents to see it don't post it.
3. Search your name on Google. This is an easy way to see what information is about you online. If you see information you don't want up about you then you should do something about it. Delete that post or comment you made.