

The Do's and Don'ts

Do and Don't Words
(Cut apart cards)

Do

Don't

The Do's and Don'ts

Do's and Don'ts Cards

(Cut apart cards)

<p>Assume whatever you post online can be seen by millions.</p> <p>1</p>	<p>Follow or like the business or college you would like to apply to.</p> <p>2</p>
<p>Create a mini media portfolio or personal website. Post awards, recognition, or community activities you've been involved in.</p> <p>3</p>	<p>Search for yourself online from time to time.</p> <p>4</p>
<p>Only post stuff online that you don't mind sharing with the world. The internet is not a place for secrets.</p> <p>5</p>	<p>Remove all negative comments or posts that you can about yourself or bad things you've posted about others.</p> <p>6</p>
<p>Invite possible employers or college admissions counselors to be friends on social media sites.</p> <p>7</p>	<p>Provide a silly email address like 2hotforyou@abc.com.</p> <p>8</p>

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Do's and Don'ts Cards

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<p>Ask yourself if the pictures you have posted online show the side of you that you want a potential college representative or employer to see.</p> <p>9</p>	<p>Assume that if you delete something it is gone for good.</p> <p>10</p>
<p>Attack a person online.</p> <p>11</p>	<p>Respond in an ugly way to something that's untrue.</p> <p>12</p>

The Do's and Don'ts Parent Answer Sheet

Do

1. Assume whatever you post online can be seen by millions.
2. Follow or like the business or college that you would like to apply to.
3. Create a mini media portfolio or personal website. Post awards, recognition, or community activities you've been involved in.
4. Search for yourself online from time to time.
5. Only post stuff online that you don't mind sharing with the world. The internet is not a place for secrets.
6. Remove all negative comments or posts that you can about yourself or bad things you've posted about others.
9. Ask yourself if the pictures you have posted online show the side of you that you want a potential college representative or employer to see.

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7. Invite possible employers or college admissions counselors to be friends on social media sites.
8. Provide a silly email address like 2hotforyou@abc.com.
10. Assume that if you delete something it is gone for good. (It isn't. The best advice is to not post if it's questionable.)
11. Attack a person online.
12. Respond in an ugly way to something that's untrue.

Managing Your Online Reputation

Here are several ways to manage your online reputation. Choose three of the ideas that you will do in the next two weeks. Check each one off after completing it. After completing the first three ideas, choose another three steps to do. Continue until you have had an opportunity to try each idea.

- _____ **Search for yourself online.** Most of us don't know everything that's published about us online. Are you sure everything there is appropriate?

- _____ **Check your privacy settings on social media accounts** (Facebook, Twitter, Instagram, etc.). Don't forget that your information can be tagged and passed on to others.

- _____ **Revise your personal profiles.** Do the profiles you have created online over the years reflect the reputation you want?

- _____ **Delete abandoned social media accounts.** We often change old accounts and get new ones. But even if we are not using those accounts anymore, others can still find the information there. Get rid of the ones you don't use anymore.

- _____ **Protect your personal data.** Don't disclose your personal address, phone number, passwords, or bank card numbers.

- _____ **Keep login information under lock and key.** Create secure passwords that are not easily guessed and don't share any of your usernames or passwords with others.

- _____ **Think before you post.** Once something is posted, it can be difficult to remove. If you don't want a potential employer or college seeing something, don't post it.

- _____ **Nix the pics.** Any photo you post publicly is fair game for anyone to dig up or use. If you want to post photos, set your privacy settings accordingly.

- _____ **Scale back on social media.** Limiting the social media sites you use limits the amount of information about you on the internet.

- _____ **Create a positive digital footprint.** For example, start a blog, create a personal website, or post a digital portfolio of your work and interests. This allows you to highlight your strengths and personality online.