

Managing your digital footprint



If you or your school has a Facebook, Twitter or LinkedIn account, you are contributing to the size and content of your digital footprint through these services. In last month's *InTouch* (page 53), a related article looked at what your digital footprint is, and ways to discover how it is viewed. This is important because people's views of you are influenced by your online presence and you want them to see you at your best. This article looks at ways you can manage the online information you create in order to maintain a healthy digital footprint.

At your service?

Facebook, Twitter and LinkedIn are the 'big three' online social media services. They use the information you supply or share in order to target advertising and generate revenue. Sometimes third party applications (apps) share information on your behalf. These apps require access to your accounts but you have to authorise this access. We'll look at these three social media services and how to manage this side of your digital footprint.

Taking control

All social media sites have 'help' pages to assist you in managing your account but here's a quick guide to controlling which apps access your information. Log in to complete the following:

Facebook

- ✘ Click on the gear icon in the top bar.
- ✘ Go into your 'Account Settings'.
- ✘ Click on 'Apps'.
- ✘ Click on 'Edit' if you would like to fine-tune the level of access you wish to allow, or
- ✘ Click on the 'X' to remove them.
- ✘ Confirm that you wish to remove the app to complete the process.

An example of such an app is a game you play through your Facebook account. You might want to remove its access to your account as it is posting irrelevant product

information on your Facebook timeline.

Twitter

- ✘ Click on the gear icon in the top bar.
 - ✘ Go into your 'Settings'.
 - ✘ Click on 'Apps'.
 - ✘ Click on the 'Revoke Access' button beside the app you wish to revoke.
- An example of such an app is one that reads your tweets and re-broadcasts them. This could be an added, unwanted service.

LinkedIn

- ✘ In the dropdown menu beside your name, click on 'Settings'.
- ✘ Click on 'Groups, Companies and Applications'.
- ✘ Click on 'View your applications'.
- ✘ Tick the box beside the application/s you wish to remove.
- ✘ Click the 'Remove' button.

An example of such an app is a service which shares your details with others through LinkedIn. Remove this if you decide to stop sharing your details.

Get objective!

When it comes to monitoring your school's digital footprint, set aside some time at a staff meeting. It's always good to involve teachers in the approach used, especially as some might be quite expert at managing their own social media accounts.

You can monitor your own social media accounts also. Why not get an objective viewpoint of your own digital footprint? Ask a friend to review it for you. They can point out how it appears to someone from the outside.

Useful links for revoking access to apps

Facebook: <http://goo.gl/yT5r4>

Twitter: <http://goo.gl/OZie5>

LinkedIn: <http://goo.gl/oRC9s>

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Summer course update from PDST Technology in Education

The following courses are expected to be on offer this summer, via education centres or online, subject to course approval for EPV days.

Face to face

- Creating and Using ICT Resources for Literacy.
- Using Tablets and Online Tools

for Literacy and Numeracy.

- Using ICT for Literacy and Numeracy in Junior Classes.
- Using Scratch to Develop Numeracy (NCTE/Lero).

Online

- Using the Interactive Whiteboard to support Literacy (online).

Schools' ICT Census reminder

The Department of Education and Skills (DES) is inviting submissions to the latest census on the use of ICT in teaching and learning. This census is a key instrument to gather data that will guide the new ICT Strategy for Schools. A letter has been issued to all schools with regard to completion of the census by principals and a selection of teachers. Your completion of the census will be deeply appreciated by the DES.