**1 Read the text.***Text by: British Council: Learn English Teens*

**Your Digital Footprint**

Every time you go online you leave a **trail**. This is just like a real **footprint**. It reveals where you’ve been, how long you stayed and what you’ve been doing there. Every time you register for an online service, send an email, download a video or upload a photo, the information can be accessed and your digital footprint can be revealed. This shouldn’t necessarily be worrying but it is advisable to be aware of your digital footprint and to be **cautious** and sensible when you are online.

**Six top tips for taking care of your digital footprint:**

1. Don’t forget to log off when you leave a website, especially if you are using a shared computer. If you don’t, someone can easily **pretend** to be you!
2. Don’t tell anyone your passwords and don’t write them down in an **obvious** place. Make them more complex by using a combination of letters, numbers and punctuation marks.
3. Tell an adult if you come across anything online that makes you upset, **anxious** or concerned. There are ways to report inappropriate or abusive content and in most cases web managers respond rapidly.
4. Remember your favourite websites by using the history button and the bookmark function on your computer or mobile device. This is a way that your digital footprint can work in your favour, but remember to clear your browser history regularly.
5. If you want to post comments online, you don’t have to use your own name. Invent a nickname to use instead. You can also use a picture instead of a real photo.
6. Protect your **identity** online. Be careful about who you share personal information with and always think twice before sharing details like your email, home address, school or phone number with someone.

**Think about the future**

All kinds of people are interested in your digital footprint. It's now quite common for colleges, universities and **employers** to check out the online profiles of possible candidates as part of their application process. There are cases of people having missed out on jobs and places in college because their digital footprint didn’t impress the recruiters. So, remember: keep safe, don’t put too much personal information online and always think carefully before you post something. Ask yourself, ‘Would I be happy for absolutely everyone to see this?’

**2 Explore these words.**

**trail** - a track

**footprint** - a mark left on a surface

**cautious** - careful

**pretend** - act/fake

**obvious** - clear/evident

**anxious** - worried

**identity** - personality

**employer** - a boss/ a manager

**3 Write the letters according to the categories of an advice.**

1. write your password in a place where you can find it easily.
2. use a picture instead of a photo of yourself.
3. use the history button to find a favourite website.
4. forget to erase your browser history.
5. keep quiet about inappropriate content that you come across.
6. use punctuation marks in your password.
7. log off when you leave a website.
8. use your name when you post comments online.

| **DO** | **DON’T** |
| --- | --- |
|  |  |

**4 Discussion**

How do you take care of your digital footprint?

Greetings!

LMK if you can to come to my party tonight (the school year is almost over- yay)! BTW, do not forget to bring the buns with you. CUL!

P.S. The party begins at 8 p.m.

With love,

Alice

Dear Mrs.Sidorova,

I am pleased to inform you that you have been given an opportunity to attain a formal evening to celebrate the end of an academic year. Kindly remind you to take the pastry. The celebration shall begin at 8 p.m.

Yours sincerely,

Alice Cimbaļuka