Your Digital Footprint.

Every time you go online you leave a trail!

A poor digital reputation can affect your friendships, relationships and even your job prospects, so it's very important that you're aware of what picture you are painting of yourself online.

Stop and think about any content before you post or send.

Treat others online as you would like to be treated.

Set your profile to private—and check every now and then to make sure the settings haven't changed.

Keep an eye on photos tagged by your friends and remove ones that are offensive.

Remember your online information could be there forever and your personal information may end up being seen by people you don't know.