

## Personal Digital Archives Plan

### Materials Needed

- Students will need access to their primary computing device—be it a phone, tablet, or laptop

### Preparatory Work

- Instructors will require a basic awareness of digital preservation principles

### Instructions

- Have students list the digital devices or online platforms where their files, data, or other similar information is located. This might include a PS5, a digital camera, a phone, a tablet, a laptop, an app such as TikTok, etc.
- Ask students what would happen if their physical devices were all destroyed. Where is the data on that device stored? Would they be able to access it from another device, or would it be gone forever?
- What files on their devices do they deem of high importance, and are those files protected from accidental loss?
- Introduce platforms such as Google Drive, OneDrive, Box, etc. that they may get for free from their institution to make multiple backups of their data that can sync across many devices.
- For the files or information that might only live in apps such as Instagram, Twitter, TikTok, or Snapchat, do students know where that data “lives”? Would they miss their files if Twitter, TikTok, etc. suddenly shut down their servers or experienced a cyberattack?
- Are they confident that only what they want to make available online is what is online, and that platforms use their information in an ethical way?
- Ask students to consider what they can do to make their files more secure in the following circumstances:
  - a. Catastrophic device failure
  - b. Transitioning from an old device to a new device
  - c. Long-term sustainability
- Remind students that doing something small to preserve their files is better than doing nothing at all—and it may save them when they least expect it!