Social Network s - Do’s and Don’ts

- Only establish and maintain connections with people you know and trust. Review your connections often.
- Assume that ANYONE can see any information about your activities, personal life, or professional life that you post and share.
- Ensure that your family takes similar precautions with their accounts; their privacy and sharing settings can expose your personal data.
- Avoid posting or tagging images of you or your family that clearly show your face. Select pictures taken at a distance, at an angle, or otherwise concealed. Never post Smartphone photos and don’t use your face as a profile photo, instead, use cartoons or avatars.
- Use secure browser settings when possible and monitor your browsing history to ensure that you recognize all access points.

Minimizing your Facebook Profile

Facebook has hundreds of privacy and sharing options. To control how your personal information is shared, you should use the settings shown below (such as Only Me, Friends Only) for (1) Privacy, (2) Connecting, (3) Tags, (4) Apps/Websites, (5) Info Access through Friends, and (6) Past Posts.

1. Change to “Friends Only”
2. How You Connect
   - Who can look up your profile by name or contact info?
     - Friends
   - Who can send friend requests?
     - Friends
   - Who can send you Facebook messages?
     - Friends
   - Who can post on your Wall?
     - Only Me
   - Who can see Wall posts by others on your profile?
     - Friends

3. How Tags Work
   - Profile Review of posts friends tag you in before they go on your profile (note: tags may still appear elsewhere on Facebook)
     - On
   - Tag Review of tags that friends want to add to your posts
     - Off
   - Profile Visibility of posts you’ve tagged in once they’re on your profile
     - Friends
   - Tag Suggestions when friends upload photos that look like you
     - Off
   - Friends Can Check You Into Places using the mobile Places app
     - Off

4. Choose Your Privacy Settings > Apps, Games and Websites
   - Limit Use of Apps
   - Uncheck ALL Boxes
   - Disable Personalization
   - Disable Public Search

5. Info accessible through your friends
   - Bio
   - Birthday
   - Family and relationships
   - Interests
   - Religious and political views
   - My website
   - Current city
   - Education and work
   - Activities, interests, things I like
   - Places I check in to

6. Limit The Audience for Old Posts on Your Profile
   - Limit Old Posts to Friends Only

Learn about changing old posts

Learn more
Done
Save Changes
Cancel
Do not login to or link third-party sites (e.g. twitter, bing) using your Facebook account. “Facebook Connect” shares your information, and your friends’ information, with third party sites that may aggregate and misuse personal information. Also, use as few apps as possible. Apps such as Farmville access and share your personal data.

Profile Settings

Apply and save the Profile settings shown below to ensure that your information is visible to only people of your choosing.

Deactivating / Deleting Your Facebook Account

To deactivate your Facebook account, go to Account Settings and select Security. To reactivate your account log in to Facebook with your email address and password.

To delete your Facebook account, go to Help Center from the account menu. Type Delete into the search box. Select How do I permanently delete my account then scroll down to submit your request here. Verify that you want to delete your account. Click Submit. FB will remove your data after 14 days post security check.

Useful Links

A Parent’s Guide to Internet Safety  
Wired Kids  
Microsoft Safety & Security  
OnGuard Online  

www.fbi.gov/stats-services/publications/parent-guide  
www.wiredkids.org/  
www.microsoft.com/security/online-privacy/social-networking.aspx  
www.onguardonline.gov/topics/social-networking-sites.aspx