SOCIAL NETWORK DO’S & DON’TS

- Only establish and maintain connections with people you know and trust. Review your connections often. Confirm that the connections are valid. There are many fake profiles for individuals out there. Confirm that the “Friend” is truly the person and not an imposter. Review their profile for details, pictures and the number of friends they have.
- 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/Past Posts (2) Connecting, (3) Tags, and (4) Apps/Websites.

TO GET TO YOUR PRIVACY SETTINGS

- Click on downward arrow on the top right and select “Settings”
- Then on the far left select “Privacy” and here is where you can limit who can see your posts and how people will find you

1 PRIVACY & PAST POSTS
Change all to Friends or Only Me by clicking the link to the right

2 CONNECTING
Change all to Friends or Only Me by clicking the “Edit”
3 TIMELINE AND TAGGING
Change all to Friends, Only Me, or Custom by clicking the link to the right

4 APPS AND WEBSITES
Click on all of the Edit buttons and turn them off and remove all apps or limit their uses.
Apply and save the profile settings shown below to ensure that your information is visible to only people of your choosing. In order to get to the About button, click on your profile picture next to your name on the top bar.

- Click on About
- Click on each of the areas and change the settings within

Example:
- Click on Work and Education
- Hover over to the right side and Options or Edit will pop up
- Then adjust your settings how you prefer “Friends” and “Only Me” under each

To deactivate or delete your Facebook account, go to Settings on the downward arrow on the top right and select General on the left then select Manage Account.

To reactivate your account log in to Facebook with your email address and password.

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.

A Parent's Guide to Internet Safety
www.fbi.gov/stats-services/publications/parent-guide

Wired Kids
www.wiredkids.org/

Microsoft Safety & Security
www.microsoft.com/security/online-privacy/social-networking.aspx

OnGuard Online
www.onguardonline.gov/topics/social-networking-sites.aspx