SOCIAL NETWORKING DOs 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.

MANAGING YOUR TIK TOK ACCOUNT

TikTok is a free social media application that allows individuals to watch, create, and share videos.

MY ACCOUNT AND PROFILE SETTINGS ON A PHONE

1. Change your profile photo or video by:
   a. Going to your profile tab and tapping Edit Profile
   b. Tap Profile Photo or Profile Video
   c. Take a new picture or upload an ‘Avatar’ for your gallery

2. Manage your privacy and safety settings - Navigate form profile page by:
   - Clicking
   - Tap privacy and settings then select:
a. **Manage my account** –
   i. To view and manage setting that will help keep your account secure under Security tab.
   ii. Disable the *Save login info* button.
   iii. Add, change or reset your password to your account - Use a passphrase if possible and also do not save your password on TikTok.

b. **Privacy and Safety** – Navigate through this section to edit, adjust, restrict or disable activities that enable users and followers all to have access to or track your moves on TikTok.

   i. **Discoverability**
      a. **Set your account to Private mood** - to allow only people you approve to follow you and view your videos. Existing followers will not be affected.
      b. Choose whether your profile can be suggested to users interested in accounts like yours by disabling your ‘Suggest your account to other users’ button.

   ii. **Safety** – Set options to **Friends, Only me, No one** or **Off** for the following:
      a. Who can Duet your Videos – **No one**
      b. Who can react to your videos - **Friends** or **No one**
      c. Who can send you direct messages - **Friends**
      d. Who can view your liked videos – **Friends** or **Only me**
      e. Allow videos to be downloaded – **Off**
3. **Manage your videos**

   a. **Delete a video** – if you mistakenly posted it or do not want followers to view it anymore by:
      - Opening the video, tap the Share icon, and tap **Delete**.

   b. **Set your Video to private**
      i. if you have already uploaded the video by:
         - Tapping the Share icon and tapping **Who Can View This Video > Private**
      ii. If you are about to post a video by:
         - Tapping **Who Can View This Video > Private**.

4. If you need to **Delete or Remove** someone who follows your TikTok account,
   - Go to your Profile tab.
   - Tap Followers.
   - Tap the follower you wish to remove.
   - Tap on the and in the top right corner of the profile page.
   - Select Block.

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**Delete a follower**

If you need to remove someone who follows your TikTok account, please follow the instructions below:

1. Go to your Profile tab.
2. Tap Followers.
3. Tap the follower you wish to remove.
4. Tap in the top right corner of the profile page.
5. Select Block.
THINGS TO REMEMBER

- **MAKE YOUR ACCOUNT PRIVATE** – TikTok account is accessible to the public; therefore, anyone can view your profile, videos, and stories and comment on them. To allow only approved followers to be able to view your posts, set your account to private.

- **SET YOUR VIDEOS PRIVATE** – Individuals you follow or have direct conversations with can by default see your posted videos. Change the accessibility of your videos to private!

- **DELETE FOLLOWERS** – Delete individuals or followers from your friends list if you no longer want them to see your activities or posts by blocking them.

- **RESTRICT DIRECT MESSAGING AND SHARING** – If you don’t want to everyone to message you, view or react to your shared videos.

- **TURN OFF VIDEO DOWNLOADS** – If you do not want your posted videos to be downloaded by individuals, you can stop this by disabling the allow feature.

**PASSWORD RECOMMENDATIONS**

- Minimum of 8 characters is recommended.
- Use a combination of upper and lowercase letters, numbers and symbols/punctuation marks.
- Should not contain your name, username, phone number, birthday, pets’ names or other personal information.
- Should be unique to each app or website you use.
- Don’t use common words (dictionary, iloveyou, and password) or series of letters (qwerty, abcd1234).
- Using a longer passphrase or series of words may be easier to remember and more secure.

**USEFUL LINKS**

- A Parent’s Guide to Internet Safety
  www.fbi.gov/stats-services/publications/parent-guide
- Wired Kids
  www.wiredkids.org
- Microsoft Safety and Security
- OnGuard Online
  www.onguardonline.gov/topics/social-networking-sites.aspx

Last update 6/4/2020