



TIK TOK SMART CARD



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.



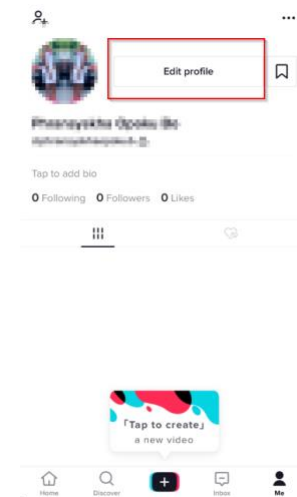
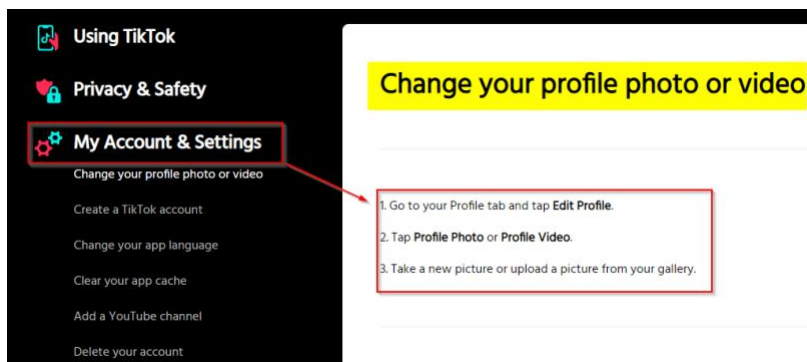
MANAGING YOUR TIK TOK ACCOUNT

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



MY ACCOUNT AND PROFILE SETTINGS ON A PHONE

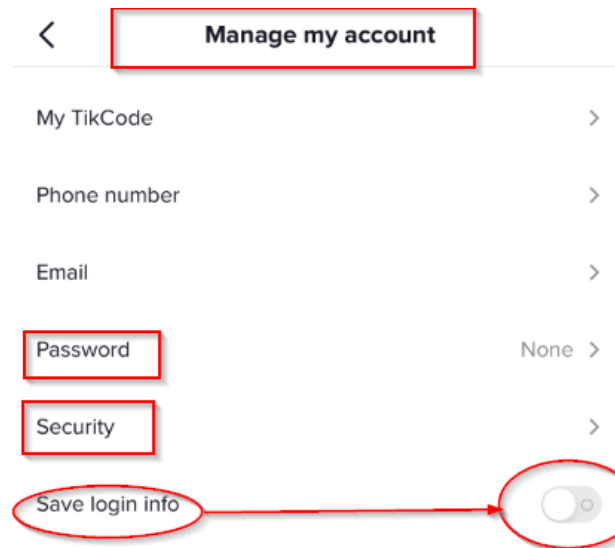
1. **Change your profile photo or video by:**
 - a. Going to your profile tab and tapping **Edit Profile**
 - b. Tap **Profile Photo** or **Profile Video**
 - c. Take a new picture or upload an **'Avatar'** for your gallery



2. **Manage your privacy and safety settings** - Navigate from profile page by:
 - Clicking **...**.
 - Tap **privacy and settings** then select:

a. Manage my account –

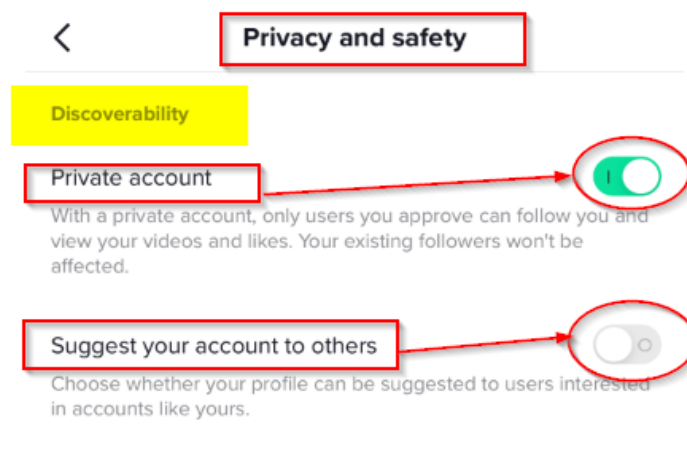
- i. To view and manage setting that will help keep your account secure under **Security** tab.
- ii. Disable the **Save login info** button.
- iii. Add, change or reset your password to your account - Use a passphrase if possible and also do not save your password on TikTok.



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.

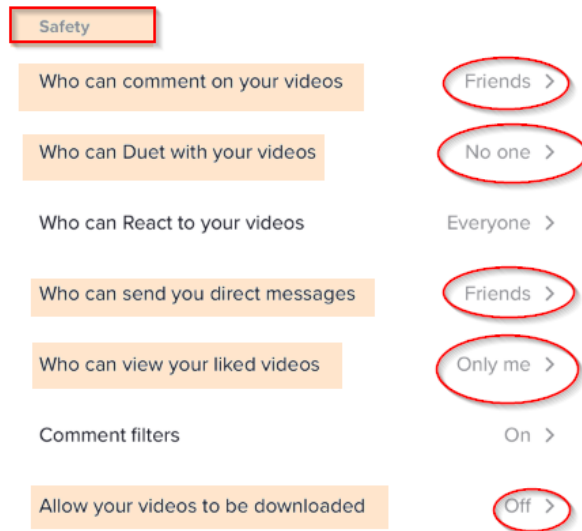
i. Discoverability

- 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:

- o Tapping the **Share** icon and tapping **Who Can View This Video > Private**

ii. If you are about to post a video by:

- o 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 **...** and in the in the top right corner of the profile page.
- Select Block.

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

<https://support.microsoft.com/en-us/hub/4099151/windows-security-help>

OnGuard Online

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

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