SOCIAL NETWORK 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 TWITTER ACCOUNT

Twitter is a social networking and microblogging site whose users send and read text-based posts online. The site surged to worldwide popularity with 330 million active users as of 2020, generating 500 million tweets and 2 billion search queries daily.

TWEETS, HASHTAGS AND MENTIONS

“Tweets” are short text-based messages of up to 140 characters that users post to Twitter. A “tweet” can refer to a post as well as to the act of posting to Twitter. Tweets are public, indexed, and searchable unless protected by the user. Many users never tweet and choose to only follow persons or topics of interest.
**TWEETS, HASHTAGS AND MENTIONS**

Hashtags (#topic) are used to mark a keyword or topic in a Tweet. Posts with hashtags are categorized by topics in the Twitter search engine. Hashtagged words that become popular become Trending Topics (ex. #jan25, #egypt, #sxsw).

Mentions (@username) are used to tag a user in a Twitter update. When a public user mentions a private Twitter account, the link to the private account profile becomes public.

**PROFILE SETTINGS**

Review your profile settings to make your account less visible.

To edit your profile: From your page select Profile then Edit profile.

DO NOT use a face photo.

Use nicknames, initials, or pseudonyms.

Use a general location such as country or metropolitan area.

Change your Twitter username periodically to limit account exposure.
Follow these additional account settings for additional security.

**SECURE YOUR ACCOUNT**

**Two-factor authentication**

- Enable two-factor authentication using one of the methods.

**Additional password protection**

- Enable password reset protection.

**DEACTIVATE YOUR ACCOUNT**

**Deactivate account**

- Deactivate your account if no longer used.

**APPS AND SESSIONS**

- Revoke access from any apps and frequently check connected devices for unauthorized devices.
Follow the screens below to access the Privacy and safety settings to enhance the privacy of your Twitter account.

### Privacy and Safety

#### Tweets
- **Protect your Tweets**
  - Only show your Tweets to people who follow you. If selected, you will need to approve each new follower. Learn more
- **Location information**
  - Add location information to your Tweets
  - Delete all location information
- **Photo tagging**
  - Off
- **Direct Messages**
  - Receive messages from anyone
  - Quality filter (on)
  - Filters lower-quality messages from your Direct Message requests. Learn more
- **Show read receipts**
  - When someone sends you a message, people in the conversation will know when you’ve seen it. If you turn off this setting, you won’t be able to see read receipts from others. Learn more

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#### Discoverability and Contacts
- **Discoverability**
  - Let people who have your email address find you on Twitter
  - Let people who have your email address find and connect with you on Twitter. Learn more
  - Let people who have your phone number find you on Twitter.
  - Let people who have your phone number find and connect with you on Twitter. Learn more

#### Personalization and Data
- **Personalization and data**
  - Control how Twitter personalizes content and collects shares certain data.
  - This will enable or disable all of the settings on this page.

#### Twitter for Teams
- **Twitter for teams**
  - Organizations can invite anyone to Tweet from their account using the teams feature. Learn more
  - Allow anyone to add you to their team
  - Only allow people you follow to add you to their team
  - Do not allow anyone to add you to their team

Uncheck both options to not receive direct messages or send receipts.

Uncheck to remove a location from your tweets.

Set to off to not allow anyone to tag you in photos.

Uncheck to not be found by email or phone number.

Turn off to not allow Twitter to collect your data.

Do not allow anyone to add you to their team.
PASSWORD RECOMMENDATIONS

- Minimum of 8 characters is recommended.
- Use a combination of upper and lowercase letters, numbers and symbols/punctuation marks.
- Enable two-factor authentication when available.
- 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 - use a password manager to keep track of multiple passwords.
- Don't use common words (dictionary, iloveyou, 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 & Security

OnGuard Online
https://www.consumer.ftc.gov/features/feature-0038-onguardonline

Twitter Help Center

Last edit/revision: 5/4/2020