### Social Networks - 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.

#### How You Connect

1. **Who can look up your profile by name or contact info?**
   - Only Me
   - Friends
   - Friends of Friends

2. **Who can send you friend requests?**
   - Only Me
   - Friends
   - Friends of Friends

3. **Who can send you Facebook messages?**
   - Friends
   - Only Me

4. **Who can post on your Wall?**
   - Friends
   - Only Me

5. **Who can see Wall posts by others on your profile?**
   - Friends
   - Only Me

#### How Tags Work

1. **Profile Visibility of posts that friends tag you in before they go on your profile (note: tags may still appear elsewhere on Facebook)**
   - On
   - Off

2. **Tag Review of tags that friends want to add to your posts**
   - On
   - Off

3. **Profile Visibility of posts you’ve tagged in once they’re on your profile**
   - On
   - Off

4. **Tag Suggestions when friends upload photos that look like you**
   - On
   - Off

5. **Friends Can Check You Into Places using the mobile Places app**
   - On
   - Off

#### Info accessible through your friends

- Bio
- Birthday
- My videos
- My links
- My notes
- Family and relationships
- Interested in
- Religious and political views
- My website
- Hometown
- Photos and videos I'm tagged in
- Education and work
- Current city
- Activities, interests, things I like

#### Limit The Audience for Old Posts on Your Profile

If you use the tool on your profile, you’ve shared with more than your friends see: Public posts on your Wall will change to Friends. Remember: people who are tagged and their friends may see those posts as well.

You also have the option to individually change the audience of your posts. Just go to the post you want to change and choose a different audience.

<table>
<thead>
<tr>
<th>Option</th>
<th>Settings</th>
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<tbody>
<tr>
<td>Limit Old Posts to Friends Only</td>
<td>Save Changes</td>
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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.

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

Wired Kids  www.wiredkids.org/
OnGuard Online  www.onguardonline.gov/topics/social-networking-sites.aspx