



## 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**.

### 1 Control Your Default Privacy

This setting will apply to status updates and photos you post to your profile from a Facebook app that doesn't have the inline audience selector, like the Facebook App for iPhone.

Change to "Friends Only" (points to Friends icon)

Options: Public, Friends, Custom

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### How You Connect

Control how you connect with people you know. [Edit Settings](#)

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### How Tags Work

Control what happens when friends tag you or your content. [Edit Settings](#)

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### Apps and Websites

Control what gets shared with apps, games and websites. [Edit Settings](#)

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### Limit the Audience for Past Posts

Limit the audience for posts you shared with more than friends. [Manage Past Post Visibility](#)

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### Block Lists

Manage your lists of blocked people and apps. [Manage Block Lists](#)

### 2 How You Connect

Who can look up your profile by name or contact info? Friends

Who can send you friend requests? Friends of Friends

Who can send you Facebook messages? Friends

Who can post on your Wall? Friends

Who can see Wall posts by others on your profile? Only Me

[Learn more](#) [Done](#)

### 3 How Tags Work

Profile Review of posts friends tag you in before they go on your profile (note: tags may still appear elsewhere on Facebook) On

Tag Review of tags that friends want to add to your posts On

Profile Visibility of posts you're tagged in once they're on your profile Friends

Tag Suggestions when friends upload photos that look like you Off

Friends Can Check You Into Places using the mobile Places app Off

[Done](#)

### 4 Choose Your Privacy Settings > Apps, Games and Websites

Apps you use: You're using 1 app, game or website: Yahoo! August 22 [Edit Settings](#)

Remove unwanted or spammy apps. Turn off all platform apps. [Limit Use of Apps](#)

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How people bring your info to apps they use: People who can see your info can bring it with them when they use apps. Use this setting to control the categories of information people can bring with them. [Edit Settings](#)

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Instant personalization: Lets you see relevant information about you arrive on select partner websites. [Disable Personalization](#) [Edit Settings](#)

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Public search: Show a preview of your Facebook profile using a search engine. [Disable Public Search](#) [Edit Settings](#)

### 5 Info accessible through your friends

Use the settings below to control which of your information is available to applications, games and websites when your friends use them. The more info you share, the more social the experience.

<input type="checkbox"/> Bio	<input type="checkbox"/> My videos
<input type="checkbox"/> Birthday	<input type="checkbox"/> My links
<input type="checkbox"/> Family and relationships	<input type="checkbox"/> My notes
<input type="checkbox"/> Interested in	<input type="checkbox"/> Photos and videos I'm tagged in
<input type="checkbox"/> Religious and political views	<input type="checkbox"/> Hometown
<input type="checkbox"/> My website	<input type="checkbox"/> Current city
<input type="checkbox"/> If I'm online	<input type="checkbox"/> Education and work
<input type="checkbox"/> My status updates	<input type="checkbox"/> Activities, interests, things I like
<input type="checkbox"/> My photos	<input type="checkbox"/> Places I check in to

[Save Changes](#) [Cancel](#)

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

If you use this tool, content on your profile you've shared with more than your friends (ex: 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.

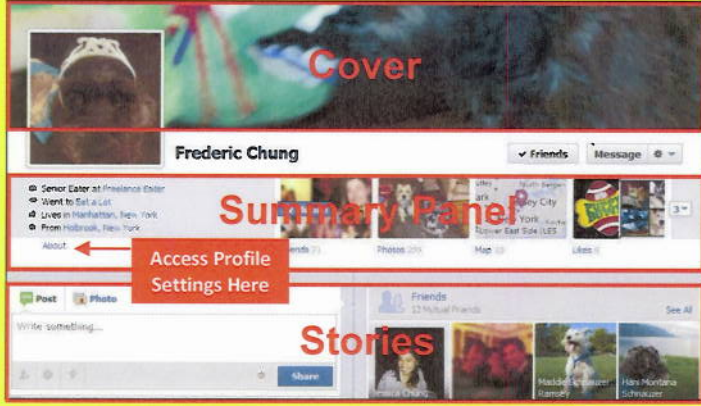
[Learn about changing old posts](#) [Limit Old Posts to Friends Only](#) [Limit Old Posts](#) [Cancel](#)



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.

## Switching to Timeline

Timeline is a new profile format by Facebook. For your protection, switch to **Timeline** and protect your profile data before Facebook implements this change site-wide without your consent.



Cover Photos are always visible to **PUBLIC**. Do not use facial images as your cover photo.

Summary Panel provides a brief look into your profile. The visibility follows user's privacy setting

Stories are activities, such as a status update, published in chronological order. The visibility of activities is controlled by user's privacy setting.

## Profile Settings

Click "About" on your Timeline. Apply and save settings shown to ensure that your information is visible to only people of your choosing.

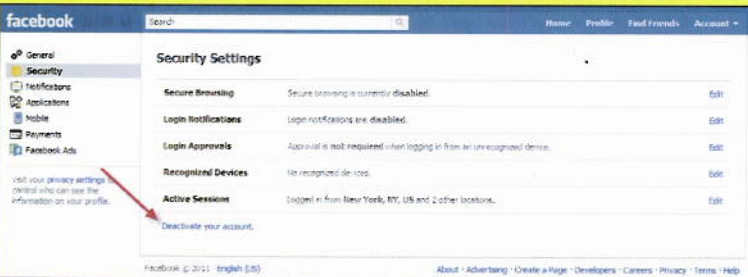
**Work and Education**  
 - Work and Education: Change to Only Me  
 - Living: Change to Only Me  
 - Relationships and Family: Change to Friends, Change to Only Me

**About You**  
 - Write About Yourself: Set to Friends

**Basic Info**  
 - I Am: Male (Show Sex)  
 - Show my sex on my timeline:   
 - Birthday: May 25, 1978 (Don't show Birthday)  
 - Don't show my birthday on my timeline:   
 - Interested In: Women, Men (Leave Blank)

**Contact Info**  
 - Mobile Phones: Change to Only Me  
 - Other Phones: Change to Only Me  
 - IM Screen Names: Change to Friends  
 - Address: Change to Friends  
 - City/Town: Change to Friends  
 - Zip: Change to Friends  
 - Neighborhood: Change to Friends  
 - Website: Change to Friends

## Deactivating / Deleting Your Facebook Account



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

- A Parent's Guide to Internet Safety
- Wired Kids
- Microsoft Safety & Security
- OnGuard Online

- [www.fbi.gov/stats-services/publications/parent-guide](http://www.fbi.gov/stats-services/publications/parent-guide)
- [www.wiredkids.org/](http://www.wiredkids.org/)
- [www.microsoft.com/security/online-privacy/social-networking.aspx](http://www.microsoft.com/security/online-privacy/social-networking.aspx)
- [www.onguardonline.gov/topics/social-networking-sites.aspx](http://www.onguardonline.gov/topics/social-networking-sites.aspx)

