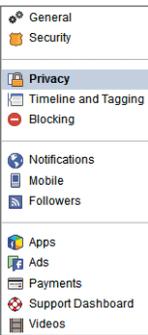




Social Network - Do's and Don'ts

- 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.

Privacy Settings



The (1) **Privacy**, (2) **Timeline and Tagging**, (3) **Security**, (4) **Ads**, and (5) **Apps** tabs all contain settings for concealing personal information. Use the settings displayed to maximize your online security.

Facebook interactions such as likes and wall posts have been effectively used to classify individuals. Try to minimize the amount of personal information that you post on social networking services.

1 Under **Privacy**, limit the audience for future posts in the **Who can see your future posts?** feature. Review all activity by clicking **Use Activity Log**. Hide individual posts from your timeline or set to **Friends** or **Only Me**. You can change previously posted content shared with friends of friends or the public to friends only by clicking **Limit Past Posts**. This also allows you to control who can contact or look you up.

| | | | |
|------------------------------|---|-----------------|------------------|
| Who can see my stuff? | Who can see your future posts? | Custom | Edit |
| | Review all your posts and things you're tagged in | | Use Activity Log |
| | Limit the audience for posts you've shared with friends of friends or Public? | | Limit Past Posts |
| Who can contact me? | Who can send you friend requests? | Everyone | Edit |
| | Whose messages do I want filtered into my inbox? | Basic Filtering | Edit |
| Who can look me up? | Who can look you up using the email address you provided? | Friends | Edit |
| | Who can look you up using the phone number you provided? | Friends | Edit |
| | Do you want other search engines to link to your timeline? | No | Edit |

2 Click **Timeline and Tagging>View As** to see what your profile will look like to the public or to a specific user.

| | | | |
|--|--|---------|---------|
| Who can add things to my timeline? | Who can post on your timeline? | Friends | Edit |
| | Review posts friends tag you in before they appear on your timeline? | On | Edit |
| Who can see things on my timeline? | Review what other people see on your timeline | | View As |
| | Who can see posts you've been tagged in on your timeline? | Only Me | Edit |
| | Who can see what others post on your timeline? | Friends | Edit |
| How can I manage tags people add and tagging suggestions? | Review tags people add to your own posts before the tags appear on Facebook? | On | Edit |
| | When you're tagged in a post, who do you want to add to the audience if they aren't already in it? | Friends | Edit |
| | Who sees tag suggestions when photos that look like you are uploaded? | No One | Edit |

Do not login or link third-party sites (e.g. Twitter, Tinder) using your Facebook account. "Facebook Connect" shares your information and your friends information with third party sites that may aggregate, misuse, or disseminate personal information. Additionally, Facebook apps, such as Farmville, access and share your personal data. Use as few of these apps as possible.

Minimizing Your Facebook Profile



Facebook has privacy shortcuts to basic settings to limit what others can see in your profile, accessible using the **lock** icon. For more extensive settings, click the **triangle** icon then **Settings**. From there navigate pages from the side toolbar to control how your personal information is shared.

3 As a safety precaution, navigate **Security Settings>Where You're Logged In** and click **End Activity** for sessions no longer in use.

| | | |
|---|--------------------------------|------------------|
| Current Session | | End All Activity |
| Device Name | Firefox on Windows | |
| Location | New York, NY, US (Approximate) | |
| Device Type | Firefox on Windows 8 | |
| If you notice any unfamiliar devices or locations, click 'End Activity' to end the session. | | |
| Desktop (2) | | |
| Last Accessed | Yesterday at 8:41pm | End Activity |
| Device Name | Chrome on Mac OS X | |
| Location | Brooklyn, NY, US (Approximate) | |
| Device Type | Chrome on Mac OS X 10.9 | |
| Last Accessed | May 10 at 12:01pm | End Activity |
| Device Name | Chrome on Mac OS X | |
| Location | Brooklyn, NY, US (Approximate) | |
| Device Type | Chrome on Mac OS X 10.9 | |
| Mobile Browser (1) | | |
| Close | | |

End activity for unrecognized locations and devices

4 Set **Third Party Sites** and **Ads & Friends** fields to 'No one' to prevent third party sites from using your name or picture for ads in the future.

| | | |
|--------------------------|--|------|
| Third Party Sites | Facebook does not give third party applications or ad networks the right to use your name or picture in ads. If we allow this in the future, the setting you choose will determine how your information is used. | Edit |
| | You may see social content on third party sites, including in ads, through Facebook social plug-ins. If we allow this in the future, show my information to experience on a third party site. No one | |
| Ads and Friends | Pair my social actions with ads for what my friends share and like. No one | Edit |

5 Facebook permits other users to share your data through apps. Navigate **Apps>Apps others use** to limit the information fields others can distribute during their Facebook use.

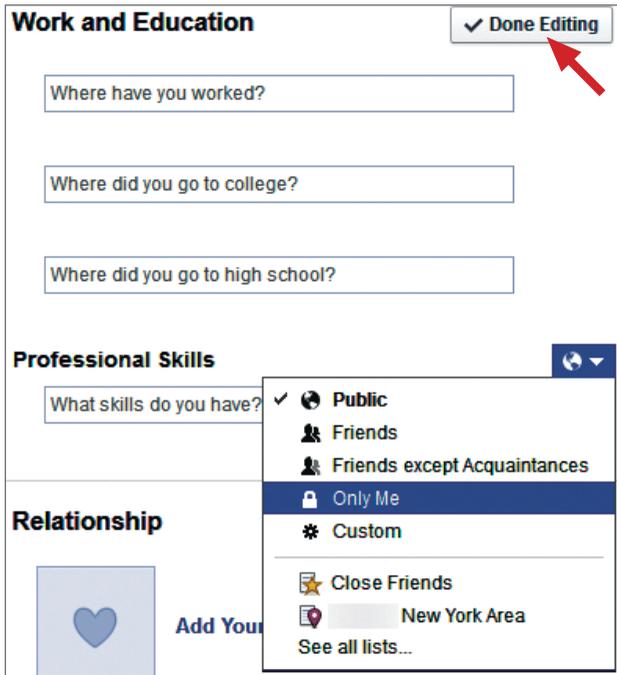
People on Facebook who can see your info can bring it with them when they use apps. This makes their experience better and more social. Use the settings below to control the categories of information that people can bring with them when they use apps, games and websites.

| | |
|--|---|
| <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"/> Hometown |
| <input type="checkbox"/> Religious and political views | <input type="checkbox"/> Current city |
| <input type="checkbox"/> My website | <input type="checkbox"/> Education and work |
| <input type="checkbox"/> If I'm online | <input type="checkbox"/> Activities, interests, things I like |
| <input type="checkbox"/> My status updates | <input type="checkbox"/> My app activity |
| <input type="checkbox"/> My photos | |



Timeline Settings

Click **About** on your profile page and apply the settings shown to ensure that your information is visible to only people of your choosing. Each field, such as **Relationships and Family, About You, Favorite Quotations, Living, Basic Information, and Contact Information** has an **Edit** option. Limit each of these fields to a more exclusive privacy setting, typically 'Friends' or the most exclusive setting, typically 'Only Me.'



The Facebook mobile app's privacy settings are identical to those on the website and are located under the **More>Settings** menu. **Privacy Shortcuts** are also available in the mobile app.

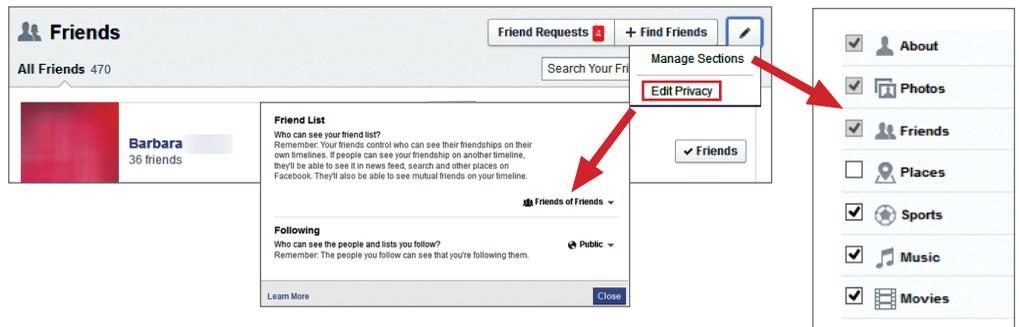
However, smartphones' GPS features can further expose users. If you are using an iOS device navigate to **Settings>Privacy>Location Services** and turn off location services for the Facebook app.

Even with location services disabled, Facebook allows you to **Check-In** to common locations. Do not utilize this feature.

Manage Your Contacts

Under the **Friends** tab:

- Navigate **Edit>Edit Privacy** to change who can view your contacts limit your contact list to 'Only Me.'
- Navigate **Edit>Manage Sections** to control which data fields will appear on your timeline. Avoid sharing Places on your timeline and use discretion when posting information regarding your personal interests.



Deactivating/Deleting Your Facebook Account

Deleting Accounts

How do I permanently delete my account?

If you **deactivate** your account, your Timeline disappears from the Facebook service immediately. People on Facebook won't be able to search for you, though some info, like messages you sent, may still be visible to others. We also save your Timeline information (ex: friends, photos, interests) in case you want to **come back**.

If you don't think you'll use Facebook again, you can request to have your account permanently deleted. Please keep in mind that you won't be able to reactivate your account or retrieve anything you've added. Before you do this, you may want to **download a copy of your info** from Facebook, then, if you'd like your account **permanently deleted with no option for recovery**, log into your account and **let us know**.

If you can't log into your account, you'll need to reset your password first. To do this, go to www.facebook.com and click the **Forgot your password?** links below the password field. Once you've followed the instructions to reset your password and can log into your account, you can deactivate or delete your account using the steps outlined above.

To deactivate your Facebook account, go to **Settings** and select **Security**. To reactivate your account log in to Facebook with your address and password.

To delete your Facebook account, go to **Help** from the triangle icon and select **Visit the Help Center**. Navigate **Manage Your Account>Deactivating, Deleting & Memorializing Accounts>How do I permanently Delete My Account>Let us know**. Verify that you wish to delete your account by clicking **Delete My Account**. Facebook will remove your data 14 days after a security check.

Useful Links

A Parent's Guide to Internet Safety
Privacy Rights Clearinghouse
Microsoft Safety and Security
Online Guardian

www.fbi.gov/stats-services/publications/parent-guide
www.privacyrights.org/fs/fs18-cyb.htm
www.microsoft.com/security/online-privacy/social-network
www.onguardonline.gov/topics/social-networking-sites.aspx

