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 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.

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.

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

3. 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.

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

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.

Minimizing Your Facebook Profile

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.
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

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

www.novetta.com