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 and friends take 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.

Account Settings & Minimizing Your Activities

Apply the Account settings shown with arrows below to ensure that your information is shared in a limited fashion. Use Your circles settings to choose which circles you share with when sharing a post with ‘all circles.’

Profile Settings

Click the About tab and Edit (within the People card). This pops up the editing window. Edit all cards by using the navigation buttons. You have multiple options to limit the visibility of your information.
- Public—can be seen by anyone (not recommended)
- Extended circles—can be seen by people in circles of people in your circles (not recommended)
- Your circles—can be seen by anyone included in your circles (minimum privacy recommendation)
- Custom—allows you to limit who or which circles can view the information (intermediate privacy recommendation).
- Only you (maximum privacy recommendation)
Uncheck “Show people in and Show people who have added you to their circles”

Do not enter place names

Do not enter or display phone number information

Uncheck

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