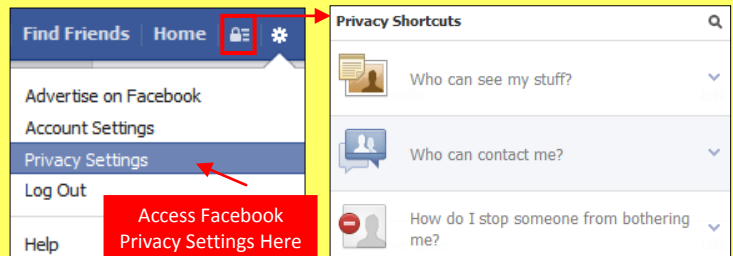




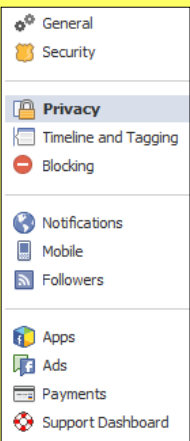
Social Networks - Do's and Don'ts

- 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

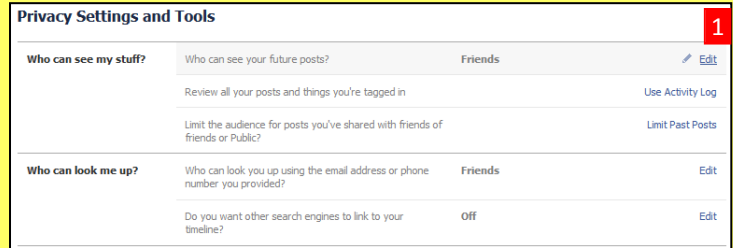


Facebook has privacy shortcuts containing basic settings to limit what others can see on your profile. For more extensive settings click the gear symbol then **Privacy Settings**. From there navigate through pages from the side toolbar to control how your personal information is shared.

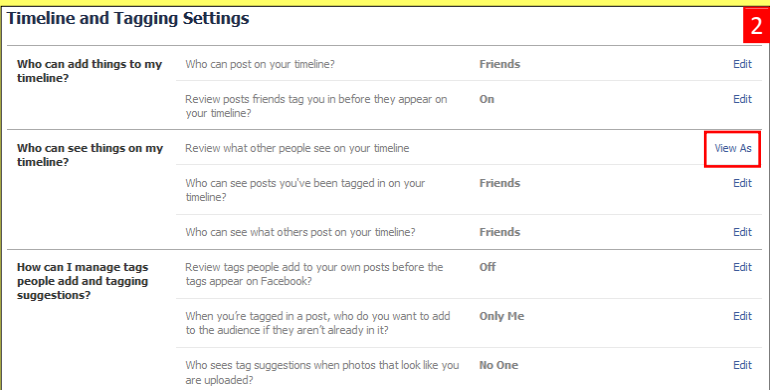


Privacy settings appear in (1) **Privacy**, (2) **Timeline and Tagging**, (3) **Security**, (4) **Ads**, and (5) **Apps** tabs in the sidebar, all containing settings for concealing personal information. Use the settings displayed to maximize your online security.

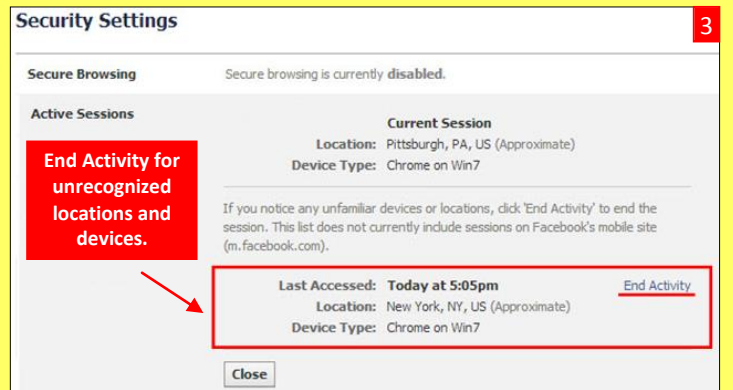
Facebook interactions such as likes and wall posts have been effectively used to classify individuals. Users should try to minimize the amount of personal information that they post on social networking services.



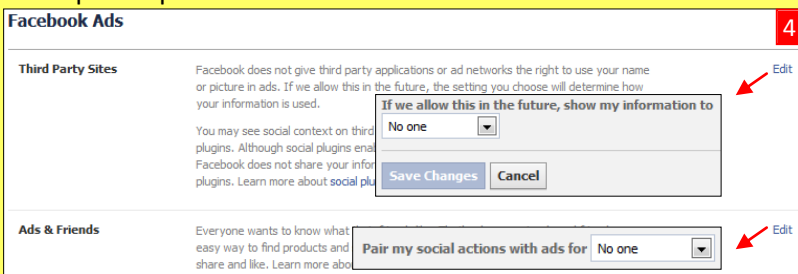
All activity involving a user can be reviewed by clicking **Use Activity Log**. Individual posts can be hidden from the timeline or be set to **Friends** or **Only Me**. Facebook users can change previously posted content shared with friends of friends or the public to friends only by clicking **Limit Past Posts**.



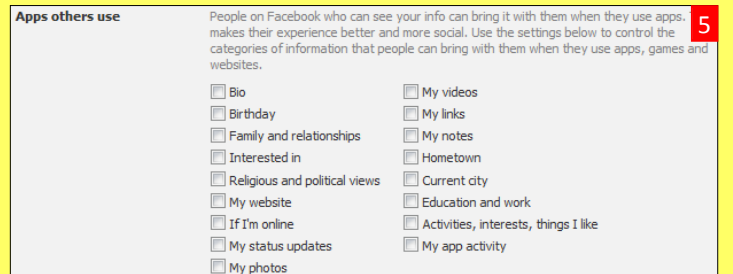
Click **View As** to see what your profile will look like to the public or to a specific person.



As a safety precaution, click **End Activity** for inactive sessions.



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.



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



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.



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.

Work and Education
 Work and Education: Change to Only Me
 Where have you worked?: Change to Only Me
 Where did you go to college?: Change to Only Me
 Where did you go to high school?: Change to Only Me

Living
 Current City: Change to Only Me
 Hometown: Change to Only Me

Relationships and Family
 Relationship Status: Set to Friends
 Family: Change to Only Me and Hide From Timeline

About You
 Write About Yourself: Set to Friends

Basic Information
 I Am: Male: Show Gender
 Show my gender on my timeline:
 Birthday: Jun 13 1988: Don't Show Birthday
 Don't show my birthday on my timeline:
 Interested In: Women Men: Leave Blank
 Relationship Status: Set to Friends

Contact Information
 Emails: Set to Friends
 Mobile Phones: United States (+1): Change to Only Me
 Other Phones: Work United States (+1): Change to Only Me
 IM Screen Names: Set to Friends
 Address: Set to Friends
 City/Town: Set to Friends
 Zip: Set to Friends
 Neighborhood: Set to Friends
 Website: Set to Friends

Favorite Quotations
 Edit Privacy of Likes: Set to Friends

Interests
 Other: Set to Friends
 Inspirational People: Set to Friends
 Sports: Set to Friends
 Sports Teams: Set to Friends
 Athletes: Set to Friends
 Games: Set to Friends
 Activities: Set to Friends
 Interests: Set to Friends

History by Year
 1988 Born on June 13, 1988

Privacy Settings for Interests
 Edit Privacy: Movies: Friends
 Edit Sections: Friends
 Hide Section: Friends
 Activity Log: Friends
 Fitness Settings: Friends
 Edit Privacy: Friends

Facebook provides individualized settings for users' interests under the **About** tab. Under each section of interest (**Music, Fitness, TV Shows, Books, and Movies** seen on the right and **Likes** seen on the left) navigate **Edit > Privacy** and set each field to **Friends**.

Managing Your Contacts

Friends
 All Friends 51 Recently Added 6 College 23 Following 1

Friend List
 Who can see your friend list?
 Remember: Your friends control who can see their friendships on their own timelines. If people can see your friendship on another timeline, they'll be able to see it in news feed, search and other places on Facebook. They'll also be able to see mutual friends on your timeline.

Following
 Who can see the people and lists you follow?
 Remember: The people you follow can see that you're following them.

Edit Privacy
 Edit Sections: Friends
 Edit Privacy: Friends

Interests
 About: Friends
 Friends: Friends
 Photos: Friends
 Places: Friends
 Music: Friends
 Movies: Friends
 TV Shows: Friends
 Books: Friends
 Likes: Friends
 Fitness: Friends
 Notes: Friends

Under the **Friends** tab navigate **Edit > Edit Privacy** to change who can view your contacts. Navigate **Edit > Edit 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 online.

Deactivating / Deleting Your Facebook Account

Account Settings
 Security Settings
 Security Question: Edit
 Secure Browsing: Edit
 Login Notifications: Edit
 Login Approvals: Edit
 App Passwords: Edit
 Recognized Devices: Edit
 Active Sessions: Edit
 Deactivate your 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** from the gear icon. Select **Visit the Help Center**. Navigate **Manage Your Account > Deactivating, Deleting & Memorializing Accounts > How Do I Permanently Delete My Account > Fill Out This Form**. Verify that you want to delete your account by clicking **Delete My Account**. Facebook will remove your data after 14 days post security check.

Useful Links

A Parent's Guide to Internet Safety
 Privacy Rights Clearinghouse
 Microsoft Safety & Security
 OnGuard Online

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

