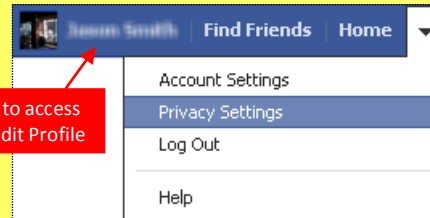




Social Networks - Do's and Don'ts

- 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



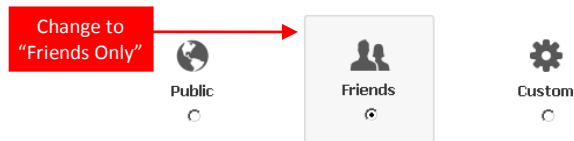
Go to Downward Arrow > Privacy Settings

Access Facebook Privacy Setting Here

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**.

Control Your Default Privacy 1

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.



How You Connect

Control how you connect with people you know.

[Edit Settings](#)

How Tags Work

Control what happens when friends tag you or your content.

[Edit Settings](#)

Apps and Websites

Control what gets shared with apps, games and websites.

[Edit Settings](#)

Limit the Audience for Past Posts

Limit the audience for posts you shared with more than friends.

[Manage Past Post Visibility](#)

Block Lists

Manage your lists of blocked people and apps.

[Manage Block Lists](#)

How You Connect 2

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](#)

How Tags Work 3

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

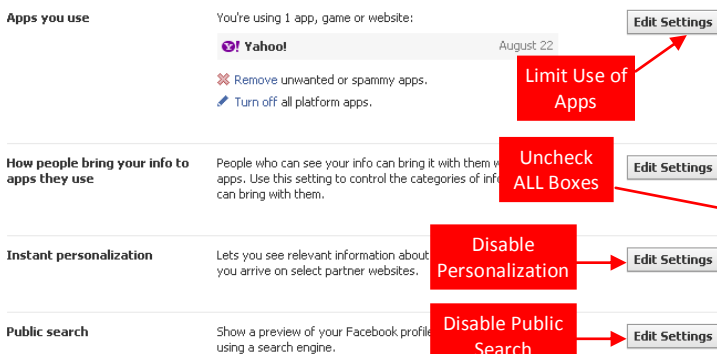
Off >

Friends Can Check You Into Places using the mobile Places app

Off >

[Done](#)

Choose Your Privacy Settings > Apps, Games and Websites 4



Limit The Audience for Old Posts on Your Profile 6



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](#)

Info accessible through your friends 5

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.

- | | |
|--|---|
| ☐ Bio | ☐ My videos |
| ☐ Birthday | ☐ My links |
| ☐ Family and relationships | ☐ My notes |
| ☐ Interested in | ☐ Photos and videos I'm tagged in |
| ☐ Religious and political views | ☐ Hometown |
| ☐ My website | ☐ Current city |
| ☐ If I'm online | ☐ Education and work |
| ☐ My status updates | ☐ Activities, interests, things I like |
| ☐ My photos | ☐ Places I check in to |

[Save Changes](#)

[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.

Profile Settings

Apply and save the **Profile** settings shown below to ensure that your information is visible to only people of your choosing.

Profile Settings for Jason Smith

Work and Education: Edit Profile. Change to **Only Me**.

Arts and Entertainment: Edit. Change to **Friends Only**.

Activities and Interests: Edit. Change to **Friends Only**.

Basic Information: Edit. Change to **Only Me**.

Contact Information: Edit. Change to **Friends Only**.

IM Screen Names: Change to **Only Me**.

Phones: Change to **Friends Only**.

Address: Change to **Only Me**.

City/Town: Change to **Only Me**.

Zip: Change to **Only Me**.

Neighborhood: Change to **Only Me**.

Website: Change to **Friends Only**.

Music: Change to **Friends Only**.

Books: Change to **Friends Only**.

Movies: Change to **Friends Only**.

Television: Change to **Friends Only**.

Games: Change to **Friends Only**.

Activities: Change to **Friends Only**.

Interests: Change to **Friends Only**.

Current City: Change to **Only Me**.

Hometown: Change to **Only Me**.

I Am: Male. Show my sex in my profile.

Birthday: May 25 1978. Show my full birthday in my profile. Show Birthday.

Interested In: Women Men.

Languages: Change to **Friends Only**.

About Me: Change to **Friends Only**.

Deactivating / Deleting Your Facebook Account

Security Settings

- Secure Browsing: Secure browsing is currently disabled. Edit
- Login Notifications: Login notifications are disabled. Edit
- Login Approvals: Approval is not required when logging in from an unrecognized device. Edit
- Recognized Devices: No recognized devices. Edit
- Active Sessions: Logged in from New York, NY, US and 2 other locations. 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 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
www.wiredkids.org/
www.microsoft.com/security/online-privacy/social-networking.aspx
www.onguardonline.gov/topics/social-networking-sites.aspx