



## 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 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.

Change to "Friends Only"

Public Friends Custom

### 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**

Apps you use You're using 1 app, game or website: [Edit Settings](#)

**Limit Use of Apps**

How people bring your info to apps they use People who can see your info can bring it with them v apps. Use this setting to control the categories of info can bring with them. [Edit Settings](#)

**Uncheck ALL Boxes**

Instant personalization Lets you see relevant information about you arrive on select partner websites. [Edit Settings](#)

**Disable Personalization**

Public search Show a preview of your Facebook profile using a search engine. [Edit Settings](#)

**Disable Public Search**

### 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](#)

### 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](#)



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:**
  - Employer: Change to Only Me
  - College/University: Change to Only Me
  - High School: Change to Only Me
- Arts and Entertainment:**
  - 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 and Interests:**
  - Activities: Change to Friends Only
  - Interests: Change to Friends Only
- Basic Information:**
  - 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
- Contact Information:**
  - Emails: Change to Only Me
  - 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

## 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. (Highlighted with red arrow)

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](http://www.fbi.gov/stats-services/publications/parent-guide)  
[www.wiredkids.org/](http://www.wiredkids.org/)  
[www.microsoft.com/security/online-privacy/social-networking.aspx](http://www.microsoft.com/security/online-privacy/social-networking.aspx)  
[www.onguardonline.gov/topics/social-networking-sites.aspx](http://www.onguardonline.gov/topics/social-networking-sites.aspx)

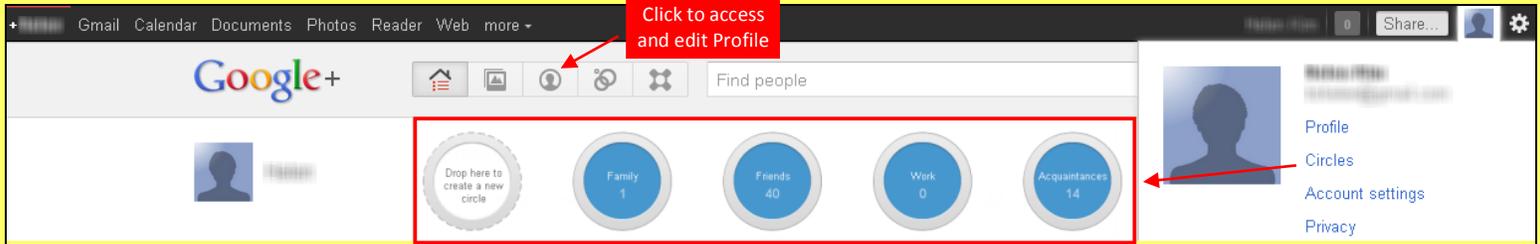


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- Avoid posting or tagging images of you or your family that clearly show your face. Select pictures taken at a distance, at an angle, or otherwise concealed. **Never post Smartphone photos and don't** use your face as a profile photo, instead, use cartoons or avatars.
- Use secure browser settings when possible and monitor your browsing history to ensure that you recognize all access points.

## Managing Your Google+ Profile

Google+ provides privacy and sharing options using **Circles**. Circles are groups that users create for different types of connections, such as family, friends, or colleagues. Content is shared only with circles you select. Google+ requires that users provide real names - no pseudonyms.



## Profile Settings

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

Click on the parts of your profile you want to edit. **Done editing**

**Edit Profile** → **Select Edit Profile to make changes**

**Uncheck both**

**Uncheck**

**Uncheck**

**Uncheck top button**

**Change to Your Circles**

**Change to Only You**

**Change to Your Circles**

**Uncheck**

**DO NOT add links to other online presences, such as a webpage, Facebook, Twitter, or LinkedIn**

**To share information on this page with specific people, select Custom then choose appropriate Circles**

**Name & Profile Picture are PUBLIC**

**This box is PUBLIC. Do not fill out additional information**

**Change to Your Circles**

**Change to Only You**

**Change to Your Circles**

**Uncheck**

**Search visibility**  Help others find my profile in search results.



## Account Settings & Minimizing Your Activities

Apply the Account settings shown with arrows below to ensure that your information is shared in a limited fashion.

**Google+**

Who can interact with you and your posts

- Who can send you notifications? *Learn more* Your circles
- Who can comment on your public posts? *Learn more* Your circles
- Who can start a Messenger conversation with you? Circles

**Notification delivery**

Email: itsshelen@gmail.com

Phone: Add phone number **Don't Add Phone Number**

via  Push notifications  Don't notify me

**Manage email subscriptions** **Uncheck**

Occasional updates about Google+ activity and friend suggestions

- Account settings can be accessed under **Account Settings > Google+**.
- Maintain a small Google+ "footprint". Select only important Google+ notifications as shown in the box to the left.
- Limit notifications to email as opposed to text.
- **Do not** connect your mobile phone to Google+ or use the Google+ mobile application, and **Disable +1** on non-Google Websites
- **Do not** allow contacts to tag you then automatically link to your profile
- **Disable** your circles from accessing your photo tags prior to you

**Google +1**

+1 on non-Google sites Off Edit **Change to "Off"**

**Google+ Pages**

Automatically add a Google+ page to my circles if I search for + followed by the page's **Uncheck**

**Photos**

Show photo geo location information in newly uploaded albums and photos. **Uncheck**

Allow viewers to download my photos **Uncheck**

Find my face in photos and prompt people I know to tag me. *Learn more* **Uncheck**

People whose tags of you are automatically approved to link to your Profile:

+ Add circles or people to share with... **Remove Everyone**

When a tag is approved, it is linked to your profile, and the photo is added to the "Photos of you" section.

**Receive notifications** **Check as indicated**

Notify me by email or SMS when someone...

**Posts and mentions of my name** Email Phone

Mentions me in a post

Shares a post with me directly

Comments on a post I created

Comments on a post after I comment on it

**Circles** Email Phone

Adds me to a circle

**Photos** Email Phone

Tags me in a photo

Tags one of my photos

Comments on a photo after I comment on it

Comments on a photo I am tagged in

Comments on a photo I tagged

**Messenger** Email Phone

Starts a conversation with me

**Connected accounts**

You can improve your Google experience by connecting your accounts from other services.

Twitter Yes this is me No Suggested

Add this link to my public Google Profile, too **Uncheck**

**Do not add outside accounts**

**Connecting your accounts**

- When you search, you can see relevant content your friends share on the web.
- You make it easier for them to find the stuff you share on the web.
- You can choose which accounts to show on your public Google Profile.

Remember, Google won't share your searches or other private information with third-party services without your consent.

Use my Google contact information to suggest accounts from other sites. **Uncheck**

By default, Google+ uses your Google contact information to link your accounts from other online services, aggregating your online identity in one location. To disable this feature:

- Go to **Account Settings > Connected Accounts**
- Click "No" to Google-suggested 3<sup>rd</sup>-party accounts
- Disable Google+ access to your contact information
- Do not manually connect other online accounts using Google+

## Deleting Your Google+ Profile Information or Account

**Account overview**

**Services**

Delete profile and Google+ features Delete profile and remove associated Google+ features

Delete entire Google account Close entire account and delete all services and info associated with it

View, enable, or disable web history Go to web history

**Go to Account Settings > Account Overview**

- **Delete Google+ Content** removes Google+ related information such as circles, +1's, posts, and comments
- **Delete your entire Google profile** removes all user data from Google services, including your Gmail
- **Disable web history** to prevent accumulation of your digital footprint

## Useful Links

A Parent's Guide to Internet Safety  
 Wired Kids  
 Microsoft Safety & Security  
 OnGuard Online

[www.fbi.gov/stats-services/publications/parent-guide](http://www.fbi.gov/stats-services/publications/parent-guide)  
[www.wiredkids.org/](http://www.wiredkids.org/)  
[www.microsoft.com/security/online-privacy/social-networking.aspx](http://www.microsoft.com/security/online-privacy/social-networking.aspx)  
[www.onguardonline.gov/topics/social-networking-sites.aspx](http://www.onguardonline.gov/topics/social-networking-sites.aspx)



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## Managing Your LinkedIn Profile

LinkedIn is a professional networking site whose users establish connections with co-workers, customers, business contacts, and potential employees and employers. Users post and share information about current and previous employment, education, military activities, specialties, and interests. To limit exposure of your personal information, you can manage who can view your profile and activities.



## Profile Settings

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

**PRIVACY CONTROLS**

- Turn on/off your activity broadcasts
- Select who can see your activity feed
- Select what others see when you've viewed their profile
- Select who can see your connections
- Change your profile photo & visibility >
- Show/hide "Viewers of this profile also viewed" box

**SETTINGS**

- Manage your Twitter settings

**HELPFUL LINKS**

- Edit your name, location & industry >
- Edit your profile >
- Edit your public profile >
- Manage your recommendations >

**Customize Your Public Profile**

Control how you appear when people search for you on Google, Yahoo!, Bing, etc.

**Profile Content** Set to no one

- Make my public profile visible to **no one** Saved
- Make my public profile visible to **everyone**

- Basics  
Name, industry, location, number of recommendations
- Picture
- Headline
- Current Positions
- Interested In...

**What others see when you've viewed their profile**

- Your name and headline (Recommended)
- Anonymous profile characteristics such as industry and title  
Note: Selecting this option will disable Profile Stats.
- You will be totally anonymous.  
Note: Selecting this option will disable Profile Stats. Set to totally anonymous

Save changes or Cancel

**Who can see your activity feed**

Your activity feed displays actions you've performed on LinkedIn. Select who can see your activity feed.

Only you Set to Only you

Save changes or Cancel

**Who can see your connections**

Select who can see your connections. Note: People will always be able to see shared connections.

Only you Set to Only you

Save changes or Cancel

**Viewers of this profile also viewed...**

Display "Viewers of this profile also viewed" box on my Profile page Uncheck

Save changes or Cancel

**Upload a Photo**

You can upload a JPG, GIF or PNG file (File size limit is 4 MB).

Choose File No file chosen

Upload Photo or Cancel

**In addition to users I message, my profile photo is visible to...**

- My Connections Set to My Connections
- My Network
- Everyone

Save Settings

**Do not use a face photo for your account**

## LinkedIn Quick Facts

- There are over **100 million** LinkedIn users around the world. Aside from the US, LinkedIn is widely adopted in India, Brazil, and the UK.

- Users tend to share information related to their **careers or jobs** as opposed to photographs from parties or social events.
- LinkedIn profiles tend to be more **visible and searchable** than in social networks such as Facebook.
- **Paid LinkedIn accounts** have access to more information about other users, such as connections, than free accounts.
- The type of information users can see about each other depends on how **closely they are connected** (1<sup>st</sup>, 2<sup>nd</sup>, or 3<sup>rd</sup> degree).





## Account Settings

Apply the Account settings shown with arrows below to ensure that your information is shared in a limited fashion.

Profile

Email Preferences

Groups, Companies & Applications

Account

**PRIVACY CONTROLS**

- Manage Social Advertising
- Manage Partner Advertising

**SETTINGS**

- Change your profile photo & visibility >
- Show/hide profile photos of other members
- Customize the updates you see on your home page
- Select your language

**EMAIL & PASSWORD**

- Add & change email addresses
- Change password

**HELPFUL LINKS**

- Upgrade your account >
- Close your account >
- Get LinkedIn content in an RSS feed >

### Passwords

Use a complex password with capital letters and numbers to ensure that attackers cannot access your account information.

### Closing Your LinkedIn Account

If you no longer plan to use the LinkedIn service, you can close your account. Click **Close your account** and confirm that you want to take this action.

Partner Advertising

LinkedIn works with partner websites to show advertisements to LinkedIn members on their sites. This collection of partner sites is called the LinkedIn Audience Network. [Read more...](#)

LinkedIn may show me ads on its partner websites.

Save changes or Cancel

**Uncheck to opt out of Partner Advertising on third party websites**

Manage Social Advertising

LinkedIn may sometimes pair an advertiser's message with social content from LinkedIn's network in order to make the ad more relevant. When LinkedIn members recommend people and services, follow companies, or take other actions, their name/photo may show up in related ads shown to you. Conversely, when you take these actions on LinkedIn, your name/photo may show up in related ads shown to LinkedIn members. By providing social context, we make it easy for our members to learn about products and services that the LinkedIn network is interacting with.

LinkedIn may use my name, photo in social advertising.

Save or Cancel

**Uncheck to opt out of Social Advertising**

## Application Settings

Third-party applications and services can access most of your personal information once you grant them permission. You should limit your use of applications to ensure that third parties cannot collect, share, or misuse your personal information. Apply the **Application** setting shown with arrows below to ensure that your information is visible only to people of your choosing.

Profile

Email Preferences

Groups, Companies & Applications

Account

**GROUPS**

- Select your group display order >
- View your groups >
- Set the frequency of group digest emails
- Turn on/off group invitations

**COMPANIES**

- View companies you're following >

**APPLICATIONS**

- View your applications >
- Add applications >

**PRIVACY CONTROLS**

- Turn on/off data sharing with 3rd party applications
- Manage settings for LinkedIn plugins on third-party sites

Data sharing with third-party applications

Yes, share my data with third party applications.

Save changes or Cancel

**Do not share with Third Parties**

Also, avoid using the LinkedIn **smartphone** app to prevent accidentally collecting and sharing location data.

Manage settings for LinkedIn plugins on third-party sites

If you're signed in to LinkedIn when you view any page that uses our professional plugins, we receive information that you've visited that page. This allows us to improve your LinkedIn experience and provide you with insights from your professional network, like how many of your connections have shared an article into LinkedIn using the Share on LinkedIn plugin.

Yes, allow LinkedIn to receive information about my visits to pages that use LinkedIn plugins.

Save changes or Cancel

**Uncheck the box. Do not share your information on Third Parties with LinkedIn.**

LinkedIn, **by default**, automatically retrieves information about the user on websites with LinkedIn Plug-In integration. Prevent sharing **your activities on third-party websites** with LinkedIn by unchecking the box.

## Useful Links

A Parent's Guide to Internet Safety  
 Wired Kids  
 Microsoft Safety & Security  
 OnGuard Online

[www.fbi.gov/stats-services/publications/parent-guide](http://www.fbi.gov/stats-services/publications/parent-guide)  
[www.wiredkids.org/](http://www.wiredkids.org/)  
[www.microsoft.com/security/online-privacy/social-networking.aspx](http://www.microsoft.com/security/online-privacy/social-networking.aspx)  
[www.onguardonline.gov/topics/social-networking-sites.aspx](http://www.onguardonline.gov/topics/social-networking-sites.aspx)

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## Managing your Twitter Account

Twitter is a social networking and microblogging site whose users send and read text-based posts online. The site surged to worldwide popularity with +300 million active users as of 2011, generating 300 million tweets and 1.6 billion search queries daily.

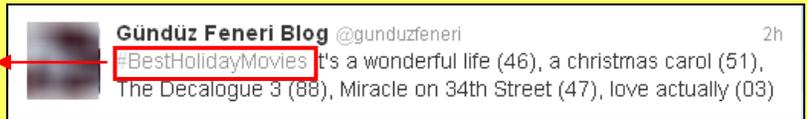


**Following** are people you subscribe to. **Followers** subscribe to your tweets. Private tweets will only be visible to followers you approve.

### Tweets

"Tweets" are short text-based messages – up to 140 characters – that users post to Twitter. "Tweet" can refer to a post as well or to the act of posting to Twitter. Tweets are public, indexed, and searchable unless protected by the user. Many users never Tweet, choosing only to follow persons or topics of interest.

**Hashtags (#topic)** are used to mark a keyword or topic in a Tweet. Posts with hashtag are categorized by topics in the Twitter search engine. Hashtagged words that become popular become Trending Topics (ex. #jan25, #egypt, #xsw).

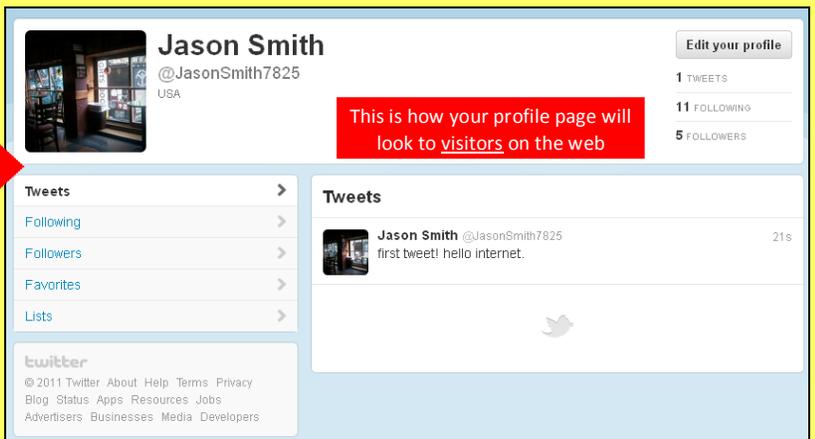
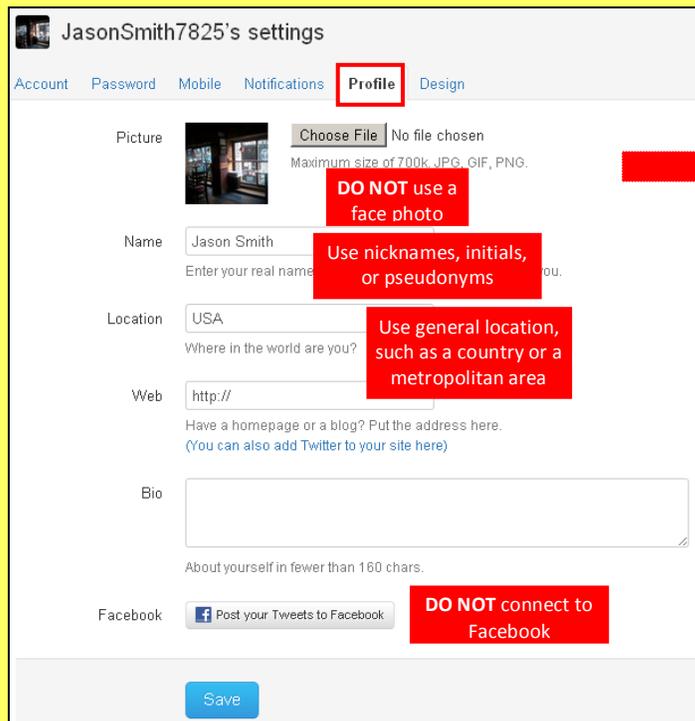


**Mentions (@username)** are used to tag a user in a Twitter update. When a public user mentions a private Twitter account, the link to the private account profile becomes public.



## Profile Settings

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



## Twitter Best Practices

- Avoid using hashtags (#) in updates to avoid being indexed and associated with a topic by Twitter Search.
- *Tweet responsibly.* Do not provide personal details regarding your whereabouts and activities in your post.
- Do NOT upload links to personal photos or websites on Twitter.
- Do NOT allow Twitter to use your location on mobile devices.
- Change your Twitter **username** periodically to limit account exposure.

## Account Settings

Apply the **Account** settings shown below to ensure that your information is shared in a limited fashion.

**JasonSmith7825's settings**

Account Password Mobile Notifications Profile Design

Name: Jason Smith  
You can change your name on your [profile settings](#).

Username: JasonSmith7825  
Your public profile: <http://twitter.com/JasonSmith7825>

Email: jason.smith7825@yahoo.com  
Note: email will not be publicly displayed.

Let others find me by my email address

Language: English  
What language would you like to Twitter in?  
Interested in helping translate Twitter? Check out the [Translation Center](#).

Time Zone: (GMT-06:00) Central Time (US & Canada)

Tweet Location:  Add a location to your Tweets  
Ever had something you wanted to share ("fireworks!", "party!", "ice cream truck!", or "quicksand...") that would be better with a location? By turning on this feature, you can include location information like neighborhood, town, or exact point when you tweet.

When you tweet with a location, you can turn the location on/off before each Tweet and you can delete location information from your past Tweets. This may take up to 30 minutes.

Tweet Media  Display media that may contain sensitive content

Mark my media as containing sensitive content  
If you tweet images or videos that may contain sensitive content, please check this box so that people can be warned before they see it. [Learn more](#)

Tweet Privacy  Protect my Tweets  
Only let people whom I approve of see my Tweets. If this is checked, your future Tweets previously may still be publicly visible. **Protecting your tweets makes all your posts private. Only those who you approve can access your tweets.**

HTTPS Only  Always use HTTPS  
Use a secure connection where possible to encrypt your account information.

Save

[Deactivate my account](#)

**Your pending follower requests**

**Jess M Chung** @jessmchung  
*I spend a lot of time thinking about all the things I'd buy or eat. That and complaining.*

Accept Decline

## Deactivating / Delete Your Twitter Account

To deactivate your account, go to **Settings** and select **Account** page. At the bottom of the page, click "Deactive my account." After deactivation, the user can reactivate the account within **30 days**. After 30 days, the account is permanently **deleted**.

## Notification & Application Settings

Maintain a small digital footprint by minimizing the number of notifications. Revoke access to unnecessary third party applications.

Account Password Mobile Notifications Profile Design Applications

Choose when and how often Twitter sends emails to itsshelen@gmail.com ([change](#)).

**Messages**

Email me when  I'm sent a direct message **Direct message (DM) is never visible to the public**  
 I'm sent a reply or mentioned

**Activity**

Email me when  I'm followed by someone new  
 My Tweets are marked as favorites  
 My Tweets are retweeted **Private tweets will become visible to the web when retweeted (RT) by a user with public account**

**Updates**

Email me with  Occasional updates about new Twitter products, features, and tips  
 Product or service updates related to my Twitter account

Save

Account Password Mobile Notifications Profile Design Applications

You've allowed the following applications to access your account

**HootSuite** by HootSuite  
The social media dashboard which allows teams to broadcast, monitor and track results.  
read, write, and direct messages access · Approved: Tue December 6, 2011 07:18:36 PM [Revoked Access](#)

**Twitter for Android** by Twitter, Inc.  
Twitter for Android  
read, write, and direct messages access · Approved: Sat February 26, 2011 07:16:46 PM [Revoked Access](#)

**Samsung Mobile** by Samsung  
Samsung mobile own applications  
read, write, and direct messages access · Approved: Thu February 10, 2011 12:15:07 AM [Revoked Access](#)

**Block unknown or unwanted applications from accessing your account**

## Useful Links

A Parent's Guide to Internet Safety  
Wired Kids  
Microsoft Safety & Security  
OnGuard Online

[www.fbi.gov/stats-services/publications/parent-guide](http://www.fbi.gov/stats-services/publications/parent-guide)  
[www.wiredkids.org/](http://www.wiredkids.org/)  
[www.microsoft.com/security/online-privacy/social-networking.aspx](http://www.microsoft.com/security/online-privacy/social-networking.aspx)  
[www.onguardonline.gov/topics/social-networking-sites.aspx](http://www.onguardonline.gov/topics/social-networking-sites.aspx)