



## SOCIAL NETWORK DOs & 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.



## MANAGING YOUR SNAPCHAT ACCOUNT

**Snapchat** is a free mobile messaging application used to share photos, videos, text, and drawings used by over 180 million people every day.



1

Tap your avatar to get to your personal settings.



2

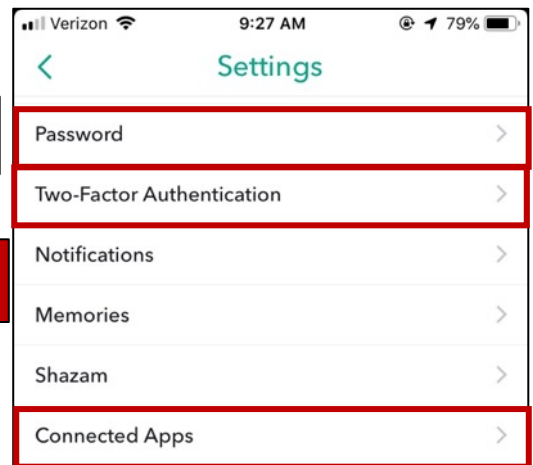
Tap the gear icon to access *Settings* to setup complex passwords, two-factor authentication and disable connected apps.

3

Set a password based on the recommendations above.

Enable Two-Factor Authentication by entering a phone number.

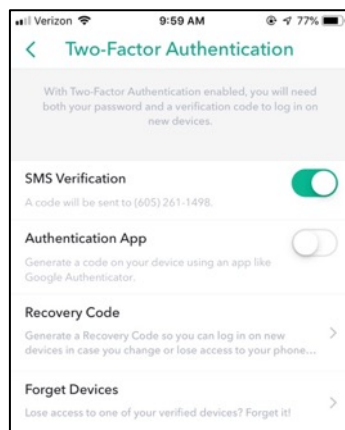
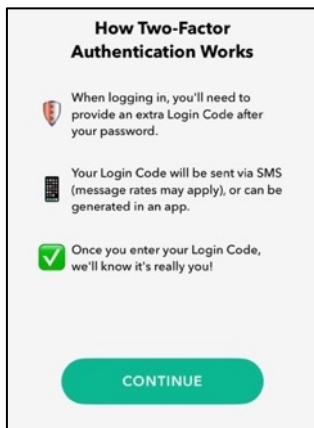
Disconnect any Connected Apps



# TWO-FACTOR AUTHENTICATION

## ENABLE TWO-FACTOR AUTHENTICATION

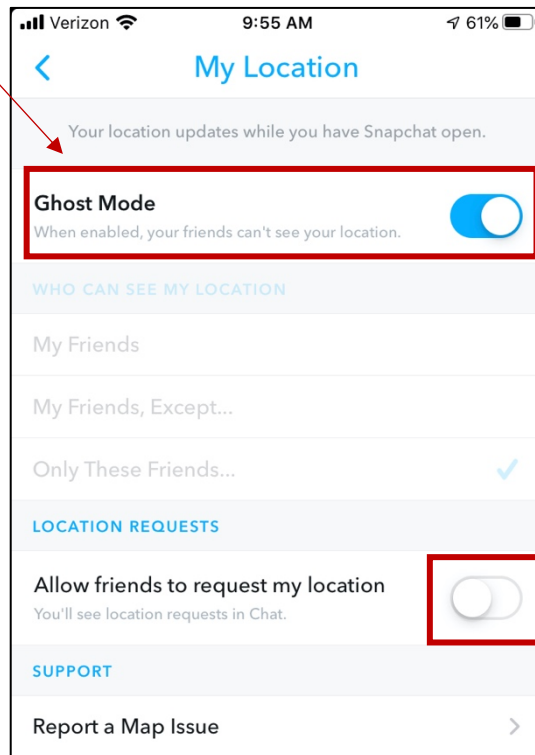
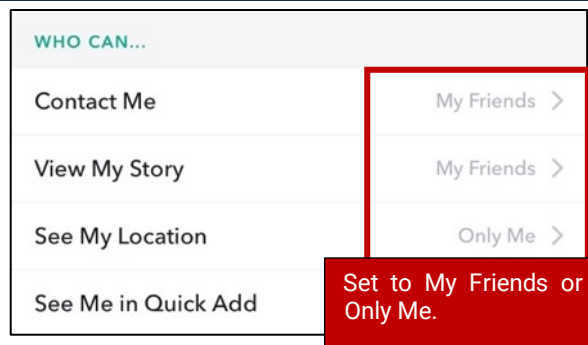
Under my account on the settings screen choose two-factor authentication and follow the steps to add a phone number for extra security.



# WHO CAN...

**YOUR OPTIONS INCLUDE** (found by scrolling down on the Settings screen)

- **Contact Me:**  
Choose *My Friends* to contact you directly with snaps, chats, calls, etc.
- **View My Story:**  
Choose *My Friends* can view your story. Tap 'Custom' if you'd like to block specific friends from seeing your story.
- **See My Location:**  
Choose who can view your location on the snap map. Your location won't be shared on the map until you open it for the first time. If Ghost Mode is enabled your friends won't be able to see your location (this is recommended). There is an additional option to allow friends to request your location.
- **See Me in Quick Add:**  
Toggle OFF option under See Me in Quick Add, a feature that appears around snapchat which makes it easier to add friends.



# THINGS TO REMEMBER

- Even if you choose '**My Friends**', anyone you are in a group with will be able to communicate with you in group chat. To see who's in a group before you jump in, just press and hold on the name of the group in the chat screen. Only join groups with people you know.
- If you choose '**My Friends**', you won't see snaps sent to you by non-friends – you'll just get a notification that they added you as a friend. If you add them back, you'll be able to see the snap they sent you!
- Do not choose '**Everyone**' for '**Who Can Contact Me**', when selected, even snapchatters you haven't added will be able to send you snaps and chats.
- If you post a snap to your story, and then change your settings so only friends can see your story, others may still be able to see the snaps you posted before the change.

## PASSWORD RECOMMENDATIONS

- Minimum of 8 characters is recommended.
- Use a combination of upper and lowercase letters, numbers and symbols/punctuation marks.
- Should not contain your name, username, phone number, birthday, pets' names or other personal information.
- Should be unique to each app or website you use.
- Don't use common words (dictionary, iloveyou, password) or series of letters (qwerty, abcd1234).
- Using a longer passphrase or series of words may be easier to remember and more secure.

## USEFUL LINKS

A Parent's Guide to Internet Safety

[www.fbi.gov/stats-services/publications/parent-guide](http://www.fbi.gov/stats-services/publications/parent-guide)

Wired Kids

[www.wiredkids.org](http://www.wiredkids.org)

Microsoft Safety & Security

<https://support.microsoft.com/en-us/help/4091455/windows-protect-privacy-internet>

OnGuard Online

<https://www.consumer.ftc.gov/features/feature-0038-onguardonline>