

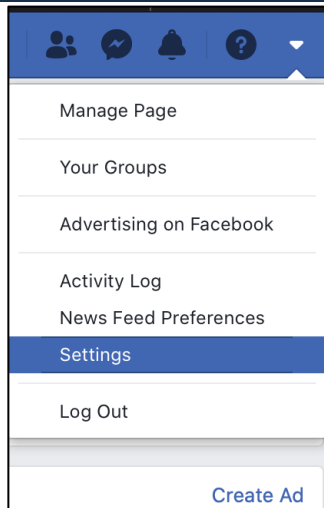


DAKOTA STATE
UNIVERSITY

SOCIAL NETWORK DOs & DON'Ts

- Only establish and maintain connections with people you know and trust. Review your connections often. Confirm that the connections are valid. There are many fake profiles for individuals out there. Confirm that the "Friend" you accept is truly the person and not an imposter. Review their profile for details, pictures and the number of friends they have.
- 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. 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.
- Add extra security to your account every time you log in on an unknown phone or computer by applying two-factor authentication.
- 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.

PRIVACY – YOUR ACTIVITY, HOW PEOPLE FIND AND CONTACT YOU



1 YOUR ACTIVITY

Change all to Friends or Only Me by clicking the link to the right.

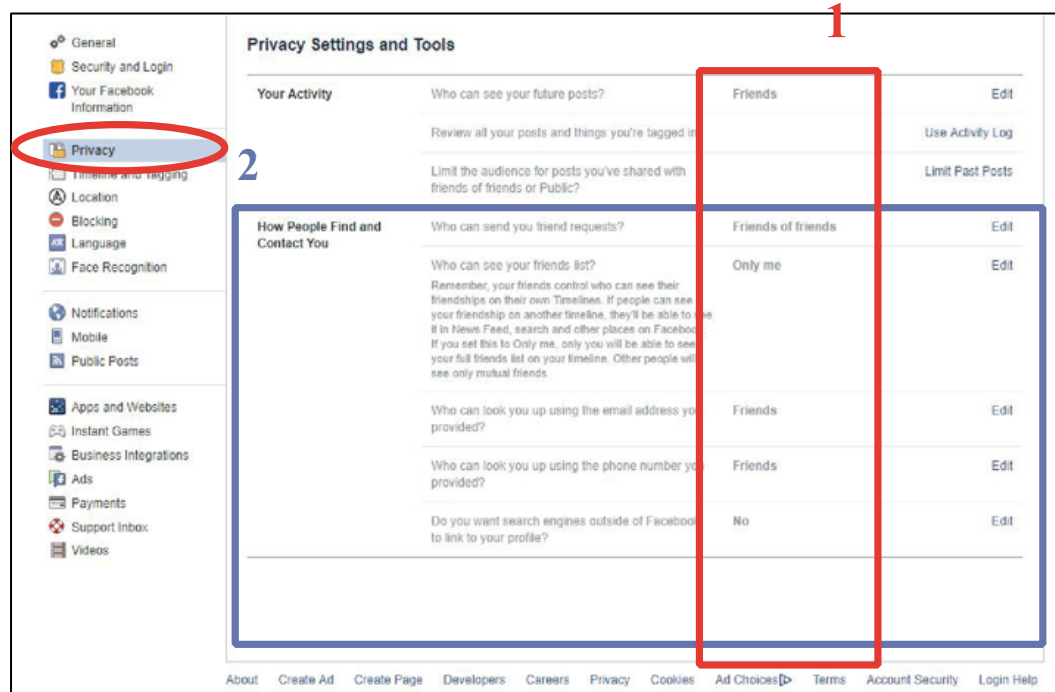
2 HOW PEOPLE CAN FIND & CONTACT YOU

Change all to Friends or Only Me by clicking the "Edit".

Facebook has many privacy and sharing options. To control how much information is shared, use the settings shown below (such as Only Me, Friends Only) for (1) Your Activity (2) How people find/contact you (3) Tags and (4) Apps/Websites.

TO GET TO YOUR PRIVACY SETTINGS

- Click on the down arrow on the top right and select "Settings"
- On the far left click "Privacy" – this is where you can limit who can see your posts and how people find you.



Facebook Timeline and Tagging Settings

- General
- Security and Login
- Your Facebook Information
- Privacy
- Timeline and Tagging**
- Stories
- Location
- Blocking
- Language and Region
- Ads
- Payments
- Support Inbox
- Videos

Timeline and Tagging Settings

Timeline	Who can post on your timeline?	Only me	Edit
	Who can see what others post on your timeline?	Only me	Edit
	Allow others to share your posts to their stories?	Off	Edit
	Hide comments containing certain words from your timeline	Off	Edit
Tagging	Who can see posts you're tagged in on your timeline?	Only me	Edit
	When you're tagged in a post, who do you want to add to the audience of the post if they can't already see it?	Only me	Edit
	Review posts you're tagged in before the post appears on your timeline?	On	Edit
	Review what other people see on your timeline		View As
	Review tags people add to your posts before the tags appear on Facebook?	On	Edit

These settings allow you to control who can post to your timeline, who can tag you in posts and allows you to review any posts before they show on your timeline. The recommended settings allow you to control posts to your account.

Facebook Apps and Websites

- General
- Security and Login
- Your Facebook Information
- Privacy
- Timeline and Tagging
- Stories
- Location
- Blocking
- Language and Region
- Face Recognition
- Notifications
- Mobile
- Public Posts
- Apps and Websites**
- Instant Games
- Business Integrations
- Ads
- Payments
- Support Inbox
- Videos

Apps and Websites

These are apps and websites you've used Facebook to log into. They can receive information you chose to share with them. Expired and removed apps may still have access to information that was previously shared with them, but can't receive additional non-public information. [Learn More](#)

Active 0 Expired Removed

Search Apps and Websites

You don't have any apps or websites to review.

Preferences

Apps, Websites and Games

This setting controls your ability to interact with apps, websites and games both on and off Facebook.

Turned on.

Edit

Game and App Notifications

This setting controls game requests from friends and game status updates, and app notifications from app developers on Facebook and Gameroom. Changing these settings will not impact your ability to use apps or play games.

Notifications are turned off

Edit

Edit each of these to remove all apps or limit their use.

f DEACTIVATING/DELETING YOUR ACCOUNT

General

Security and Login

Your Facebook Information

Privacy

Timeline and Tagging

Stories

Location

Blocking

Language and Region

Face Recognition

Notifications

Mobile

Public Posts

Apps and Web

Instant Games

Business Integ

Ads

Payments

Support Inbox

Videos

Your Facebook Information

You can view or download your information and delete your account at any time.

Access Your Information	View your information by category.	View
Download Your Information	Download a copy of your information to keep, or to transfer to another service.	View
Activity Log	View and manage your information and some settings.	View
Managing Your Information	Learn more about how you can manage your information.	View
Deactivation and Deletion	Temporarily deactivate or permanently delete your account.	View

To deactivate or delete your Facebook account, go to **Settings** on the downward arrow on the top right and select **Your Facebook Information**.

To reactivate your account, log in to Facebook with your email address and password.

Deactivating or Deleting Your Facebook Account

If you want to take a break from Facebook, you can deactivate your account. If you want to permanently delete your Facebook account, let us know.

☒ **Deactivate Account**

Deactivating your account can be temporary. Your profile will be disabled and your name and photos will be removed from most things you've shared. You'll be able to continue using Messenger.

☐ **Permanently Delete Account**

Deleting your account is permanent. When you delete your Facebook account, you won't be able to retrieve the content or information you've shared on Facebook. Your Messenger and all of your messages will also be deleted.

Cancel

Continue to Account Deactivation

LEGACY OPTIONS:

General

Security and Login

Your Facebook Information

Privacy

Timeline and Tagging

Stories

Location

Blocking

Language and Region

Face Recognition

Notifications

Mobile

Public Posts

Apps and Websites

Instant Games

Business Integrations

Ads

Payments

Support Inbox

Videos

Memorialization Settings

Your Legacy Contact

Choose someone to look after your account after you pass away. They'll be able to:

- Manage tribute posts on your profile, which includes deciding who can post and who can see posts, deleting posts, and replying to comments
- Request the removal of your account
- Respond to new friend requests
- Update your profile picture and cover photo

Your legacy contact can only manage posts made after you pass away. They won't be able to post as you or see your messages or posts made before you passed away. [Learn more.](#)

Choose a friend

Add

We'll let your legacy contact know that you chose them. They won't be notified again until your account is memorialized.

If you don't want a Facebook account after you pass away, you can request to have your account permanently deleted instead of choosing a legacy contact.

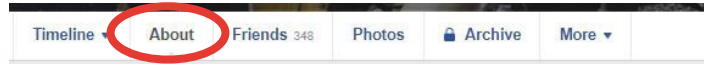
[Request that your account be deleted after you pass away.](#)

Close

Choose what happens to your Facebook account if you pass away. From the **General** screen choose **Memorialization Settings**. Options are to designate someone to manage your posts or delete your account.

fb PROFILE PAGE - ABOUT

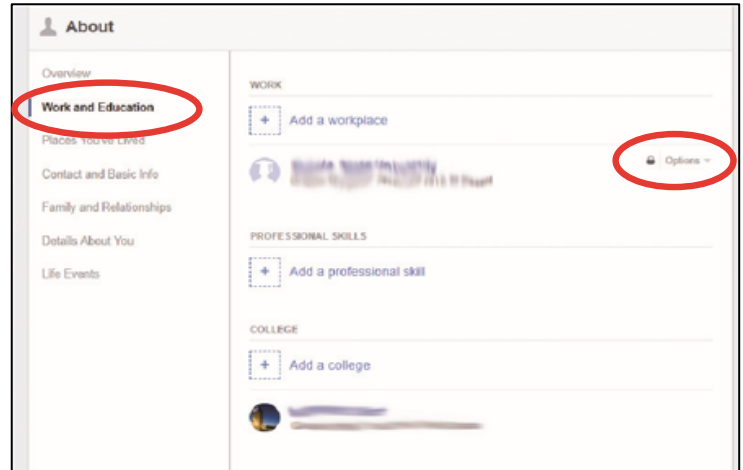
To edit your profile information, click on your profile picture next to your name on the top bar and select About.



- Review each of the areas and change the settings within.
- Options within each item can be set to Friends or Only Me.

Example:

- Click on Work and Education
- Hover over to the right side and Options or Edit will pop up
- Then adjust your settings how you prefer
“Friends” and “Only Me” under each



fb LOCATION SETTINGS

- General
- Security and Login
- Your Facebook Information
- Privacy
- Timeline and Tagging
- Stories
- Location**
- Blocking
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Location Settings

You can change your Location Settings in the app on your device.

Location History

Your Location History is off

Facebook builds a history of precise locations received through Location Services on your device. Only you can see this information and you can delete it by viewing your Location History. [Learn More.](#)

[View your Location History](#)

Make sure your location settings are turned off.

fb PROFILE PICTURE

Manage who sees your profile picture or control your profile appearance by removing/deleting your profile picture. Use an avatar or do not upload your personal picture at all. To update your profile picture, navigate to your profile page by clicking on your name. Then, hover your mouse over your profile picture to display update option. Click on update to edit your picture.

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

Wired Kids

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>

Facebook Help

<https://www.facebook.com/help/325807937506242>