

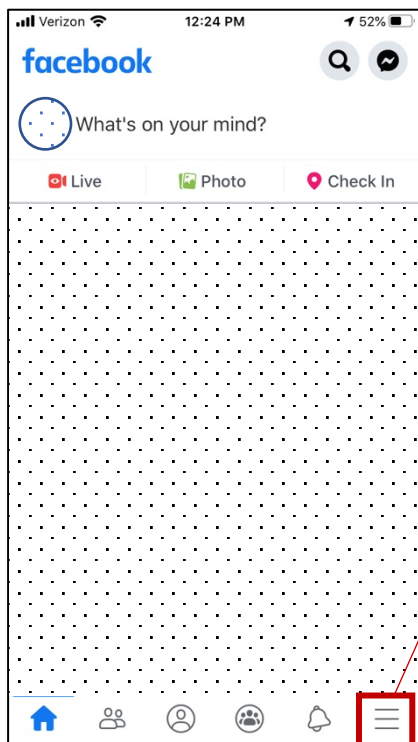


SOCIAL NETWORK DOs & DON'Ts

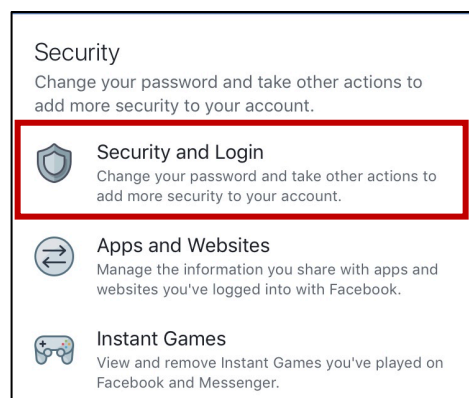
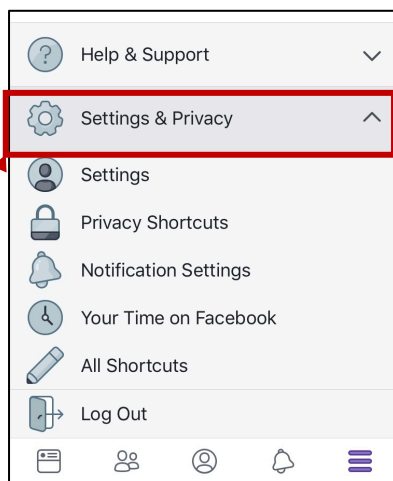
- Only establish and maintain connections with people you know and trust. Review your connections often. Confirm that the connections are valid. There are many fake profiles for individuals out there. Confirm that the "Friend" you accept is truly the person and not an imposter. Review their profile for 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.

f SETTINGS – SECURITY and LOGIN

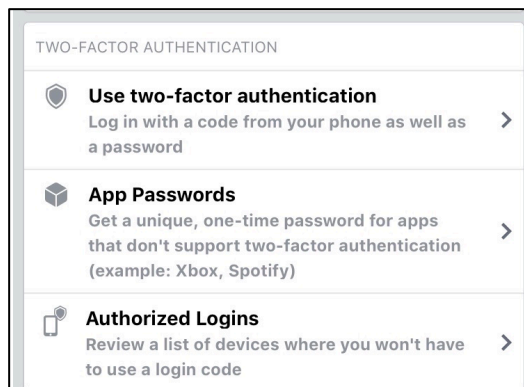
Note: Some settings such as turning off Location History can only be done by logging into Facebook from a website rather than an app.



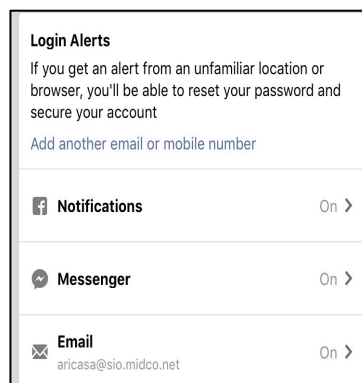
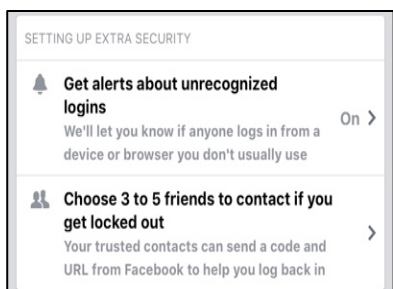
- Log in to your Facebook app then touch the three bars at the bottom right part of the screen
- Scroll down until you see Settings and Privacy
- Touch **Settings and Privacy** to open the drop-down window.
- Touch **Settings**
- Touch **Security and Login**.



- In the **Two Factor Authentication** category, touch **Use two-factor authentication**. This will require you to enter a number that is immediately delivered to your mobile cell number to log into Facebook. It prevents others from logging into your account and impersonating you. You may choose a **Text Message** or use an **Authentication App**. The text message is typically most convenient.

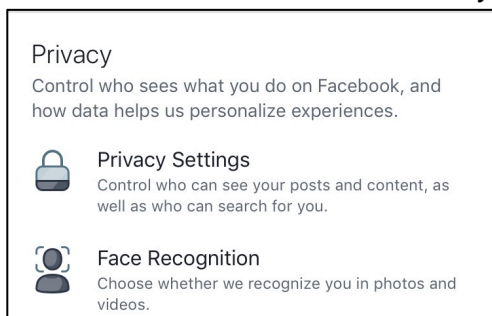


- In the **Setting Up Extra Security** category, touch **Get alerts about unrecognized logins**. For each option (**Notifications**, **Messenger** and **Email**) select **Get Notifications** and select **Save**.



SETTINGS - PRIVACY

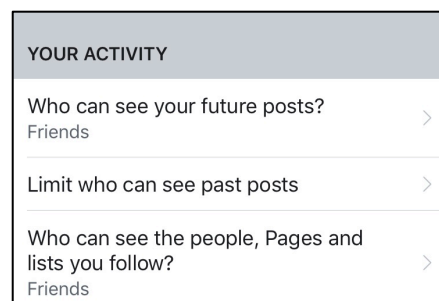
Go **BACK** until you get to the **Settings** screen. In the **Privacy** category touch **Privacy Settings** to control who can see your posts and content and who can search for you.



Under **Your Activity** category review the following options:

Who can see your future posts?

This is set when logging into Facebook from a computer, it can be reviewed on a mobile device and contains instructions for updating this option with each post.



Limit Past Posts

Limit who can see past posts on your timeline

If you choose to limit your past posts, posts on your timeline that you've shared with Friends of friends, and Public posts, will now be shared only with Friends. Anyone tagged in these posts, and their friends, may also still see these posts.

If you want to change who can see a specific post, you can go to that post and choose a different audience.

Limit Past Posts

Touch **Limit Past Posts** button below the message, then touch **Limit Past Posts** again – this will retroactively change publicly available posts to **Friends only** posts and prevent viewing by unauthorized individuals.

Limit all past posts?

You're about to limit all past posts on your timeline. The only way to undo this will be to change the audience of each post one at a time.

Limit Past Posts

Cancel

PRIVACY – HOW PEOPLE FIND and CONTACT YOU

Under the category **How People Find and Contact You?** review each of the options listed.

HOW PEOPLE FIND AND CONTACT YOU

Who can send you friend requests?
Friends of friends

Who can see your friends list?
Friends

Who can look you up using the email address you provided?
Friends

Who can look you up using the phone number you provided?
Friends

Do you want search engines outside of Facebook to link to your profile?
No

Who can send your friend requests? select **Friends of Friends**

Who can see your friends list? select **Friends or Only Me**

Who can look you up using the email address you provided? select **Friends or Only Me**

Who can look you up using the phone number you provided? select **Friends or Only Me**

Do you want search engines outside of Facebook to link to your profile?
Deselect the check box – otherwise, posts to your timeline will be accessible via search engines.

PRIVACY – TIMELINE and TAGGING

Go back until you get to the **Settings** screen, under the **Privacy** category touch **Timeline and Tagging**.

In the **Timeline** category review each of the options listed.

TIMELINE

Who can post on your timeline?
Friends

Who can see what others post on your timeline?
Friends

Allow post sharing to stories?
On

Who can post on your timeline? select **Friends or Only Me**

Who can see what others post on your timeline? select **Friends or Only Me**

Allow others to share your posts to their stories? select **No**

Privacy

Control who sees what you do on Facebook, and how data helps us personalize experiences.



Privacy Settings

Control who can see your posts and content, as well as who can search for you.



Face Recognition

Choose whether we recognize you in photos and videos.



Timeline and Tagging

Decide who can interact with you and your posts on Facebook.

In the **Tagging** category review each of the options listed.

TAGGING

Who can see posts you're tagged in on your timeline?
Friends >

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?
Friends >

Who can see posts you're tagged in on your timeline? select **Friends** or **Only Me**

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? select **Friends** or **Only Me**

In the **Review** category review each of the options listed

REVIEW

Review tags people add to your posts before the tags appear on Facebook?
On >

Review posts you're tagged in before the post appears on your timeline?
On >


Review posts you're tagged in before the post appears on your timeline? turn **On**

Review tags people add to your posts before the tags appear on Facebook? turn **On**, otherwise friends with public profiles can tag you in photos.

AD PREFERENCES

Return to the **Settings** screen and scroll down to find the **Ads** setting, touch **Ad Preferences**.


Ads
Review how we use data to make the ads you see more relevant.


 **Ad Preferences**
Control how data influences the ads you see, and learn more about how our ads work.


About you


Some of the ads you see are because advertisers are trying to reach people based on information they've provided on their profiles.


Manage whether we can show you ads intended to reach people based on these profile fields.

 Relationship status
Unspecified

 Employer

 Job title

 Education

 These settings only affect how we determine whether to show certain ads to you. They don't change which information is visible on your profile or who can see it.
We may still add you to categories related to these fields (see **Your categories** below).


Touch **Your Information**. Turn each Radio buttons **Off** so Advertisers won't reach you based on Relationship status, Employer, Job title and Education.

APPS and WEBSITES

Return to the **Settings** screen, in the **Security** category touch **Apps and Websites**

Under **Preferences** touch **Apps, Websites and Games**, then touch **Turn Off** to switch off Facebook's integration with apps, games and other websites.

Preferences

 **Apps, Websites and Games** Edit >

This setting controls your ability to interact with apps, websites and games that can request info about you on Facebook.

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>