



## 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 Annotations:**

- Info Tab:** Click on Info tab to start editing
- 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
  - Birthdate: 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

**Deactivating / Deleting Your Facebook Account:**

- To **deactivate your Facebook account**, go to **Account Settings** and select **Security**.
- 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)