

# Internet Security Advice



## 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: August 27 Edit Settings

Yahoo! Remove unwanted or spammy apps. Turn off all platform apps. Limit Use of Apps

**How people bring your info to apps they use**

People who can see your info can bring it with them to apps. Use the setting to control the categories of info that can bring with them. Uncheck ALL Boxes

**Instant personalization**

Lets you see relevant information about you arrive on select partner websites. Disable Personalization

**Public search**

Show a preview of your Facebook profile using a search engine. 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

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## Facebook Smart Card



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.

The screenshot shows the Facebook profile settings for Jason Smith. Red boxes and arrows point to various privacy settings that should be changed to 'Only Me' or 'Friends Only':

- Work and Education:** Privacy for Employer, College/University, and High School should be set to 'Only Me'.
- Arts and Entertainment:** Privacy for Music, Books, Movies, Television, and Games should be set to 'Friends Only'.
- Activities and Interests:** Privacy for Activities and Interests should be set to 'Friends Only'.
- Basic Information:** Privacy for Current City and Hometown should be set to 'Only Me'.
- Contact Information:** Privacy for Email, IM Screen Names, Mobile phone, Address (City/Town, Zip, Neighborhood), and Website should be set to 'Only Me'.
- Other Settings:** Privacy for Languages should be set to 'Friends Only'.

### Deactivating / Deleting Your Facebook Account

The screenshot shows the Facebook Security Settings page. A red arrow points to the 'Deactivate your account' option under the 'Active Sessions' section.

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)