



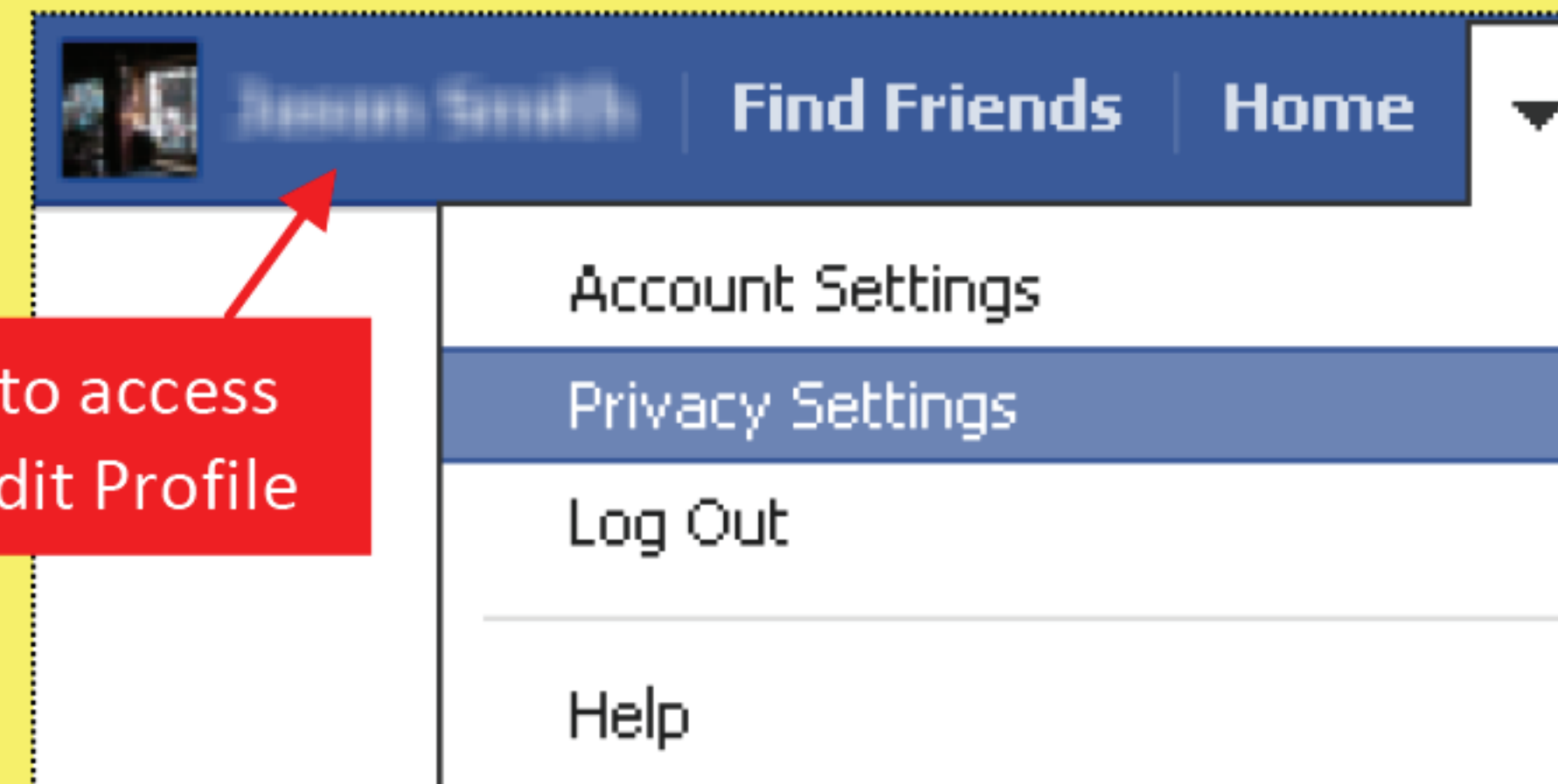
Facebook Smart Card

FB 121211_1800

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.
- Use caution when posting images of you or your family. Be aware of your surroundings, to include identifiable locations, military affiliations, and any other personal security vulnerabilities. It's highly discouraged to use geo-location tags.
- Use secure browser settings when possible and monitor your browsing history to ensure that you recognize all access points.

Minimizing your Facebook Profile



Go to Downward Arrow > Privacy Settings

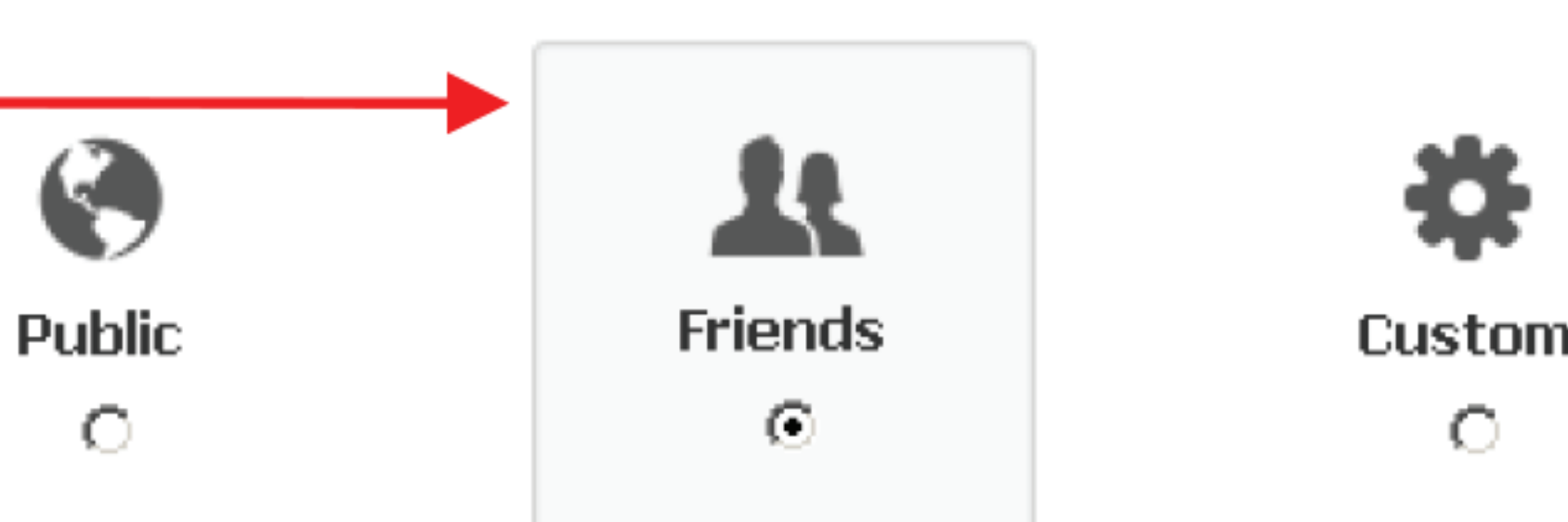
Access Facebook Privacy Setting Here

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"



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:

Yahoo!

August 22

Edit Settings

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 this setting to control the categories of info that can bring with them.

Uncheck ALL Boxes

Edit Settings

Instant personalization

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

Disable Personalization

Edit Settings

Public search

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

Disable Public Search

Edit Settings

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

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.

- | | |
|--|---|
| <input type="checkbox"/> Bio | <input type="checkbox"/> My videos |
| <input type="checkbox"/> Birthday | <input type="checkbox"/> My links |
| <input type="checkbox"/> Family and relationships | <input type="checkbox"/> My notes |
| <input type="checkbox"/> Interested in | <input type="checkbox"/> Photos and videos I'm tagged in |
| <input type="checkbox"/> Religious and political views | <input type="checkbox"/> Hometown |
| <input type="checkbox"/> My website | <input type="checkbox"/> Current city |
| <input type="checkbox"/> If I'm online | <input type="checkbox"/> Education and work |
| <input type="checkbox"/> My status updates | <input type="checkbox"/> Activities, interests, things I like |
| <input type="checkbox"/> My photos | <input type="checkbox"/> Places I check in to |

Save Changes

Cancel



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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 a Facebook profile for Jason Smith. Red boxes and arrows indicate settings to be changed to 'Only Me' or 'Friends Only' for privacy. The settings to be changed are:

- Work and Education:** Employer, College/University, and High School (all set to 'Only Me').
- Arts and Entertainment:** Music, Books, Movies, Television, and Games (all set to 'Friends Only').
- Activities and Interests:** Activities and Interests (both set to 'Friends Only').
- Basic Information:** Current City and Hometown (both set to 'Only Me').
- Contact Information:** Emails, IM Screen Names, Phones, Address, City/Town, Zip, Neighborhood, and Website (all set to 'Only Me' or 'Friends Only').
- Other Settings:** I Am (set to 'Male'), Show my sex in my profile (checked), Birthday (set to 'May 25, 1978'), Show my full birthday in my profile (checked), Interested In (set to 'Women'), Languages (set to 'Friends Only'), and About Me (set to 'Only Me').

Red boxes also highlight the 'Info' tab in the left sidebar and the 'Edit' buttons for each section.

Deactivating / Deleting Your Facebook Account

The screenshot shows the Facebook Account Settings page, specifically the Security section. The 'Deactivate your account' link is highlighted with a red arrow. The Security section includes options for Secure Browsing, Login Notifications, Login Approvals, Recognized Devices, and Active Sessions.

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
www.wiredkids.org/
www.microsoft.com/security/online-privacy/social-networking.aspx
www.onguardonline.gov/topics/social-networking-sites.aspx