



FACEBOOK SAFETY

ACCOUNT & PRIVACY SETTINGS

To ensure that your account is as secure as you can make it you need to check that your account and privacy settings are set to the most appropriate settings.

To access your account and privacy settings, log into Facebook. Once your account is open and you are on the Newsfeed or your Timeline. You need to click on the daisy wheel symbol at the top right of the Facebook Title Banner.

A screenshot of the Facebook interface. The top navigation bar is blue with the Facebook logo, a search bar, and links for 'Find Friends', 'Home', and a settings gear icon. A dropdown menu is open from the settings gear icon, showing options: 'Create an Advert', 'Account Settings', 'Privacy Settings', 'Log out', and 'Help'. An arrow points from the text 'You will be given a list of options: Firstly select Privacy Settings.' to the 'Privacy Settings' option in the dropdown menu.

You will be given a list of options: Firstly select **Privacy Settings**.

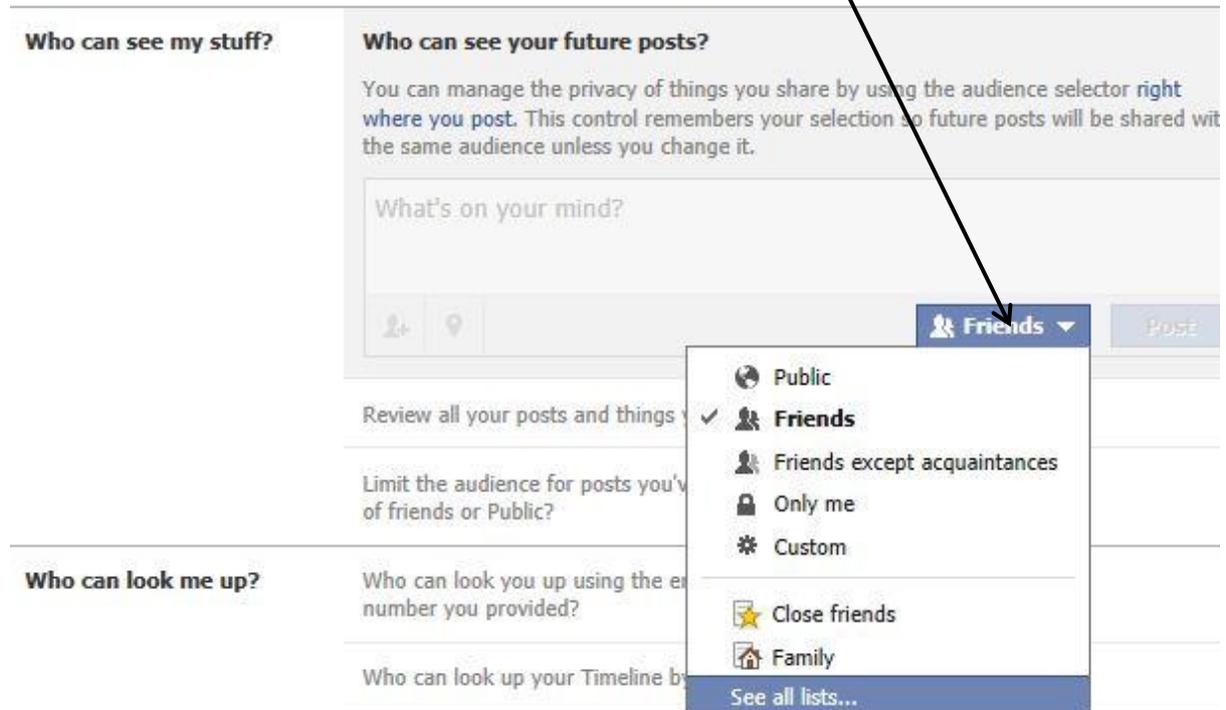
This will open a new screen where you can edit your privacy settings. Ensure you have only allowed access to your personal information to just your friends and not friends of friends or everyone. There are different areas you can secure.

Privacy Settings and Tools

Who can see my stuff?	Who can see your future posts?	Friends	Edit
	Review all your posts and things you're tagged in		Use Activity Log
	Limit the audience for posts you've shared with friends of friends or Public?		Limit Past Posts
Who can look me up?	Who can look you up using the email address or phone number you provided?	Friends	Edit
	Who can look up your Timeline by name?	Friends	Edit
	Do you want other search engines to link to your Timeline?	Off	Edit

If you select each area you can change who can see your posts and you can find you on Facebook. By selecting the edit option you will then be able to select your preference. For example to change who can see your future posts. Click on the **Friends** dropdown and choose who can "normally" see your posts - you can change this when you actually post your status update but this is will be your default security on postings. We would suggest that your default is set to just **Friends**.

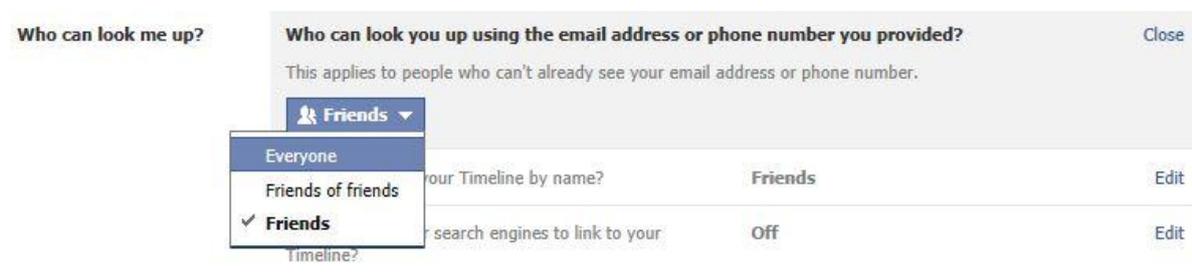
Privacy Settings and Tools



The screenshot shows the Facebook privacy settings interface. The main section is titled "Who can see your future posts?". Below the title, there is a text box explaining that users can manage the privacy of things they share by using the audience selector right where they post. Below this is a text input field labeled "What's on your mind?". To the right of the input field is a dropdown menu currently set to "Friends". An arrow points from the text in the first paragraph to this dropdown menu. The dropdown menu is open, showing the following options: Public, Friends (which is selected with a checkmark), Friends except acquaintances, Only me, Custom, Close friends, Family, and See all lists... Below the dropdown menu, there are several other settings sections, including "Who can look me up?" and "Who can look up your Timeline by name?".

You can also use this section on "**Who can see my stuff?**" to limit your old posts to allow just Friends to see your old posts - please note that once you have done this you cannot undo the action.

You now need to change the "**Who can look me up?**" section. This will restrict who can befriend you on Facebook. The most secure option is to have this setting set to Friends only.



The screenshot shows the Facebook privacy settings interface, specifically the "Who can look me up?" section. The main heading is "Who can look you up using the email address or phone number you provided?". Below this heading is a text box stating "This applies to people who can't already see your email address or phone number." To the right of this text box is a "Close" button. Below the text box is a dropdown menu currently set to "Friends". The dropdown menu is open, showing the following options: Everyone, Friends of friends, and Friends (which is selected with a checkmark). Below the dropdown menu, there are several other settings sections, including "Who can look up your Timeline by name?" and "Who can look up your Timeline by search engines to link to your Timeline?".

You can change both "who can look you up using the email address or phone number you provided?" and "who can look up your timeline by name?".

We would strongly suggest the option for "Other search engines to link to your Timeline?" to **OFF**.

Timeline and Tagging - Security Options

Another area you can restrict access to your account is the "Timeline and Tagging" section within Privacy Settings. Once you are within Privacy Setting on the left hand side of the screen there is an option for Timeline & Tagging. If you open this area you can restrict who can tag you in photos and write on your timeline.



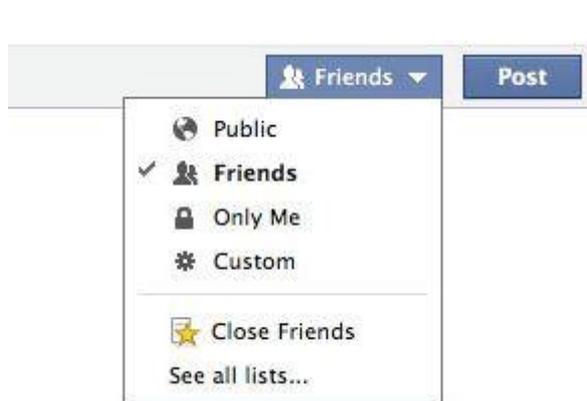
Within Timeline and Tagging you can restrict who can post on your timeline and request for posts where you are tagged are "approved" by yourself before they are put on Facebook. You can also use it to restrict who can see posts you are tagged in what friends post on your timeline. You need to click on the "Edit" option and this will allow you to restrict who can see you information and pictures. There is a very useful feature that will show you what your Facebook profile will look like to people who are not your Friends by using the "View As" option

Timeline and Tagging Settings

Who can add things to my timeline?	Who can post on your timeline?	Friends	Edit
	Review posts friends tag you in before they appear on your timeline?	On	Edit
Who can see things on my timeline?	Review what other people see on your timeline		View As
	Who can see posts you've been tagged in on your timeline?	Friends	Edit
	Who can see what others post on your timeline?	Friends	Edit
How can I manage tags people add and tagging suggestions?	Review tags people add to your own posts before the tags appear on Facebook?	On	Edit
	When you're tagged in a post, who do you want to add to the audience if they aren't already in it?	Friends	Edit
	Who sees tag suggestions when photos that look like you are uploaded? (this is not yet available to you)	Unavailable	

Photo security

You can ensure each of your photo albums is secure by checking on each of the album to do this Go to your timeline and click on the Photos section, click the Albums tab, use the audience selector tool within each album to control who can see your photos. However your timeline photos or mobile uploads albums are controlled individually. Each time you post a new photo, you pick who sees that photo using the audience selector. If you have updated your privacy settings this should default Friends.



Other things to remember about photos:

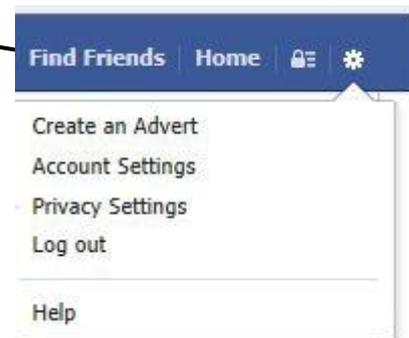
The privacy setting for your Cover Photos album is always public. So try not to put a photo on that you would prefer others not to see.

If there's a photo of you in an album that someone else posted, only the person who posted it can change the album privacy. If you don't like the photo, you can remove a tag or escalate the issue.

Other security notes:

Do not let anyone know your email or phone number who isn't your friend and DO NOT put the information on a status update or a comment on a status update. If you want to let your friends know your information or need information from them use the chat option or messaging option. This will mean only you and them can see the information not other friends or friends of friends.

Remember the Facebook have a large help section which can be accessed at any point from Facebook using the daisy wheel icon. You can search a particular topic or word or use the direct links to privacy etc. There is also a link directly to the Facebook Help Centre.



Other Social Media Sites

(ie Twitter, Bebo & MSM)

We have covered Facebook within document but you may want to find out from your child whether they use any other Social Media sites these may include messaging and photo sharing sites such as Snapchat, Instagram and Tumblr. These may be harder to restrict than Facebook but here are the links to the most popular sites security help pages.

Twitter - <https://twitter.com/about/security>

Bebo - <http://www.bebo.com/Privacy2.jsp>

Windows Live - <http://windows.microsoft.com/en-gb/windows-live/microsoft-account-help#microsoft-account=tab3>

Skype: <http://www.skype.com/en/security/>

Xbox Live: <http://www.xbox.com/en-GB/Live/Account-Security/Security-Checklist>

Snapchat - Guide for parents: http://www.snapchat.com/static_files/parents.pdf

Instagram - Tips for parents: <http://help.instagram.com/154475974694511/>

Blackberry Parental Controls (BBM etc) <http://helpblog.blackberry.com/2012/05/parental-controls/>

Apple - Iphone & Ipad Parental Controls: <http://support.apple.com/kb/ht4213>

Barnardos - Child safety on the internet:
http://www.barnardos.org.uk/what_we_do/who_we_are/resources_internet_safety.htm

You also need to be aware that some on-line games allow other users to contact players and these players may not friends to your child and therefore could be potential threat to your child.