



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 and friends take 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.

Managing your Twitter Account

Twitter is a social networking and microblogging site whose users send and read text-based posts online. As of June 2014, the site has approximately 230 million daily active users, generating 500 million Tweets and 2.1 billion search queries daily.



Following are people you subscribe to; **Followers** subscribe to your tweets; **Private Tweets** will only be visible to followers you approve

Stream of Tweets from people you follow

Use Settings to manage visibility

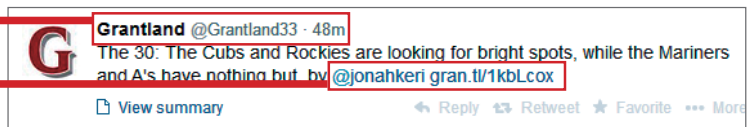
Each Tweet is time stamped

Tweets

"Tweets" are short text-based messages - up to 140 characters - that users post to Twitter. "Tweet" can refer to a post as well or to act of posting to Twitter. Tweets are public, indexed, and searchable unless protected by the user. Many users never Tweet, choosing only to follow persons or topics of interest.

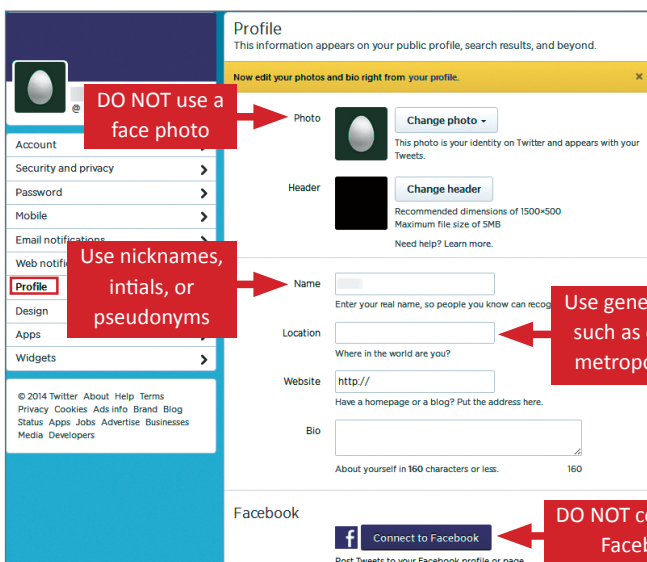
Mentions (@username) are used to tag a user in a Twitter update. When a public user mentions a private Twitter account, the link to the private account profile becomes public.

Hashtags (#topic) are used to mark a keyword or topic in a Tweet. Posts that include a hashtag are categorized by topics in the Twitter search engine. Hashtagged words that become popular are Trending Topics (ex. #jan25, #egypt, #sxsx).



Profile Settings

Apply the **Profile** settings shown below to ensure that your information is visible only to people of your choosing.



DO NOT use a face photo

Use nicknames, initials, or pseudonyms

Use general location such as country or metropolitan area

DO NOT connect to Facebook

Twitter Best Practices

- Avoid using hashtags (#) in updates to prevent Twitter Search from indexing and associating your tweet with a topic.
- *Tweet responsibly.* Do not provide personal details regarding your whereabouts or activities in your post.
- Do **NOT** upload personal photos or websites.
- Do **NOT** allow Twitter to use your location on mobile devices.
- Change your Twitter **username** frequently to limit your account exposure.



Account Settings

Apply the **Account** settings shown below to ensure that your information is shared in a limited fashion.

Account
Change your basic account and language settings.

Username: **Change every ~6 months**

Email: **Review your posted information regularly**

Language:

Time zone:

Content

Country:

Tweet media: Do not inform me before showing media that may be sensitive... Mark media I tweet as containing material that may be sensitive...

Your Twitter archive: **Review your posted information regularly**

Deactivate (optional)

Deactivating / Delete Your Twitter Account

To deactivate your account, go to **Settings**, and select **Account**. At the bottom of the page, click "**Deactivate my account.**" After deactivation, the user can reactivate the account within **30 days**.

Notification & Application Settings

Maintain a small digital footprint by minimizing the number of notifications. Revoke access to unnecessary third applications.

Activity related to you and your Tweets

Email me when:

- My Tweets are marked as favorites **Check and set to "By anyone"**
- Tweets I'm mentioned in are marked as favorites
- My Tweets are retweeted **Note: Private Tweets cannot be reretweeted**
- Tweets I'm mentioned in are retweeted
- My Tweets get a reply or I'm mentioned **Direct messages are never visible to the public**
- I'm followed by someone new
- I'm sent a direct message
- Someone shares a Tweet with me
- Someone from my address book joins Twitter

Security & Privacy Settings

Apply the **Security and Privacy** settings shown below to protect and reduce the visibility of your personal information.

Security and privacy
Change your security and privacy settings.

Security

Login verification: Don't verify login requests... Send login verification requests to my phone... Send login verification requests to the Twitter app... **Two-factor authentication recommended**

Password reset: Require personal information to reset my password... **Add requirement to reset password. Check**

Privacy

Photo tagging: Allow anyone to tag me in photos... Only allow people I follow to tag me in photos... Do not allow anyone to tag me in photos... **Select "Do not allow anyone to tag me in photos"**

Tweet privacy: Protect my Tweets... **Protecting your Tweets makes all your posts private. Only those who you approve can access your tweets.**

Tweet location: Add a location to my Tweets... **Do NOT add locations to your Tweets. Uncheck**

Discoverability: Let others find me by my email address... **Do NOT allow others to find your account using your email. Uncheck**

Personalization: Tailor Twitter based on my recent website visits... Tailor ads based on information shared by ad partners... **Do NOT allow Twitter to use third party data to tailor your experience. Uncheck both.**

Useful Links

A Parent's Guide to Internet Safety
 Privacy Rights Clearinghouse
 Microsoft Safety and Security
 Online Guardian

www.fbi.gov/stats-services/publications/parent-guide
www.privacyrights.org/fs/fs18-cyb.htm
www.microsoft.com/security/online-privacy/social-network
www.onguardonline.gov/topics/social-networking-sites.aspx

