Facebook Smart Card

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.

Privacy settings appear in (1) Privacy, (2) Timeline and Tagging, (3) Security, (4) Ads, and (5) Apps tabs in the sidebar, all containing settings for concealing personal information. Use the settings displayed to maximize your online security.

Facebook interactions such as likes and wall posts have been effectively used to classify individuals. Users should try to minimize the amount of personal information that they post on social networking services.

Minimizing Your Facebook Profile

Access Facebook Privacy Settings Here

Facebook has privacy shortcuts containing basic settings to limit what others can see on your profile. For more extensive settings click the gear symbol then Privacy Settings. From there navigate through pages from the side toolbar to control how your personal information is shared.

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All activity involving a user can be reviewed by clicking Use Activity Log. Individual posts can be hidden from the timeline or be set to Friends or Only Me. Facebook users can change previously posted content shared with friends of friends or the public to friends only by clicking Limit Past Posts.

As a safety precaution, click End Activity for inactive sessions.

Facebook permits other users to share your data through their apps. Navigate Apps > Apps others use to limit the amount of information others can distribute during their Facebook sessions.

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.
## Timeline Settings

Click “About” on your profile page and apply the settings shown to ensure that your information is visible to only people of your choosing.

### Work and Education
- Change to Only Me
- Set to Friends

### Living
- Change to Only Me
- Show Gender
- Change to Only Me
- Leave Blank

### Relationships and Family
- Set to Friends
- Change to Only Me and Hide From Timeline

### About You
- Set to Friends

### Favorite Quotations
- Set to Friends

Facebook provides individualized settings for users’ interests under the About tab. Under each section of interest (Music, Fitness, TV Shows, Books, and Movies seen on the right and Likes seen on the left) navigate Edit > Edit Privacy and set each field to Friends.

## Managing Your Contacts

### Friends
- Under the Friends tab navigate Edit > Edit Privacy to change who can view your contacts. Navigate Edit > Edit Sections to control which data fields will appear on your timeline. Avoid sharing Places on your timeline and use discretion when posting information regarding your personal interests online.

## Deactivating / Deleting Your Facebook Account

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 from the gear icon. Select Visit the Help Center. Navigate Manage Your Account > Deactivating, Deleting & Memorializing Accounts > How Do I Permanently Delete My Account > Fill Out This Form. Verify that you want to delete your account by clicking Delete My Account. Facebook will remove your data after 14 days post security check.

## Useful Links

- Privacy Rights Clearinghouse: [www.privacyrights.org/fs/fs18-cyb.htm](http://www.privacyrights.org/fs/fs18-cyb.htm)
- OnGuard Online: [www.onguardonline.gov/topics/social-networking-sites.aspx](http://www.onguardonline.gov/topics/social-networking-sites.aspx)
- [www.ibgweb.com](http://www.ibgweb.com)