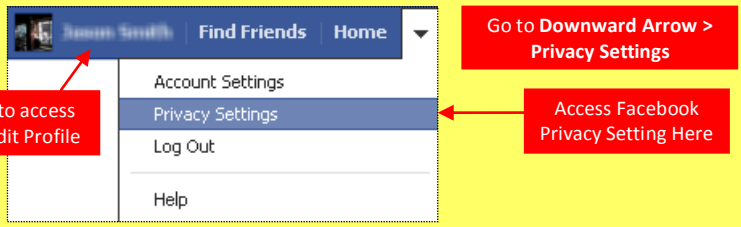
Facebook Smart Card

FB 121211_1800

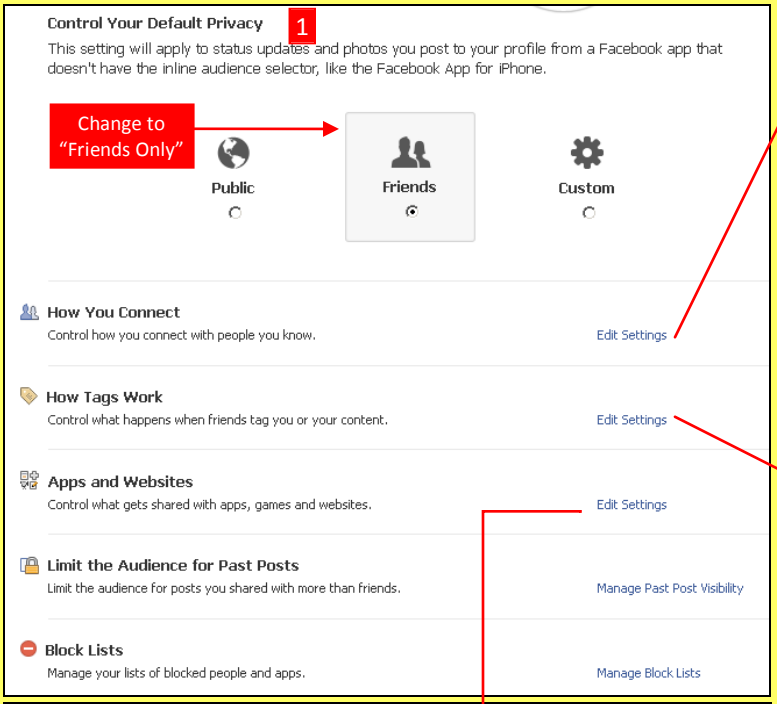
Social Networks - Do's and Don'ts

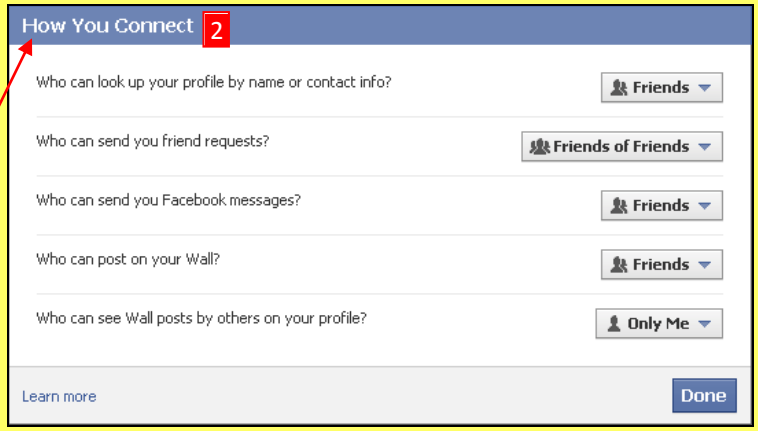
- Only establish and maintain connections with people you know and trust. Review your connections often.
- Assume that ANYONE can see any information about your activities, personal life, or professional life that you post and share.
- Ensure that your family takes similar precautions with their accounts; their privacy and sharing settings can expose your personal data.
- 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.

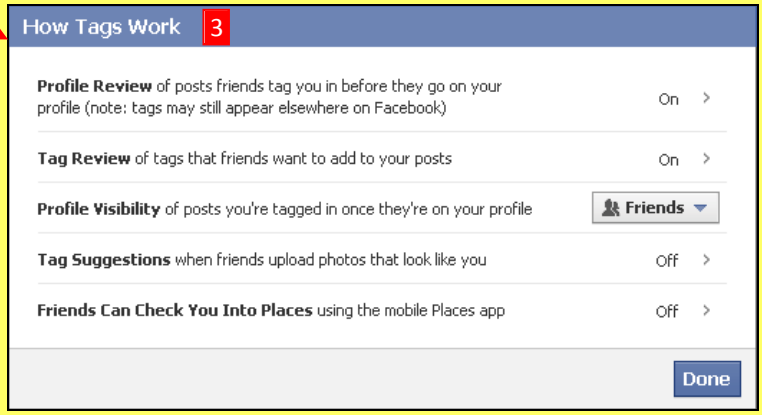
Minimizing your Facebook Profile

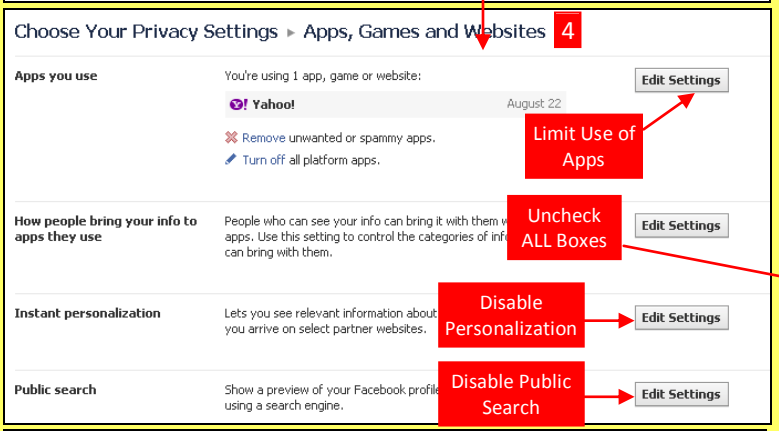


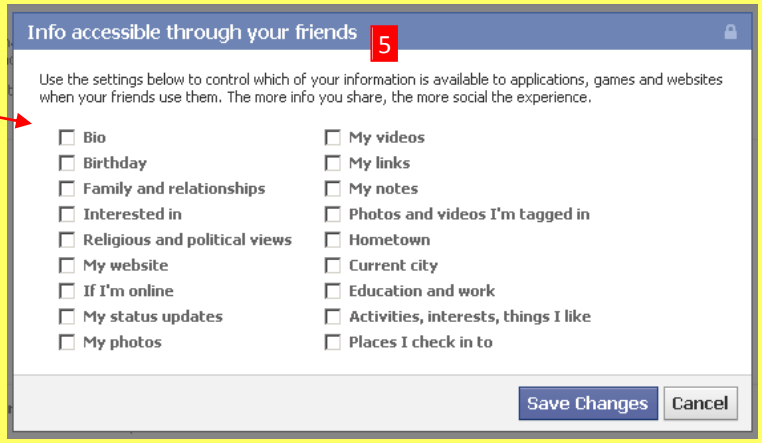
Facebook has hundreds of privacy and sharing options. To control how your personal information is shared, you should use the settings shown below (such as *Only Me*, *Friends Only*) for **(1) Privacy, (2) Connecting, (3) Tags, (4) Apps/Websites, (5) Info Access through Friends,** and **(6) Past Posts**.











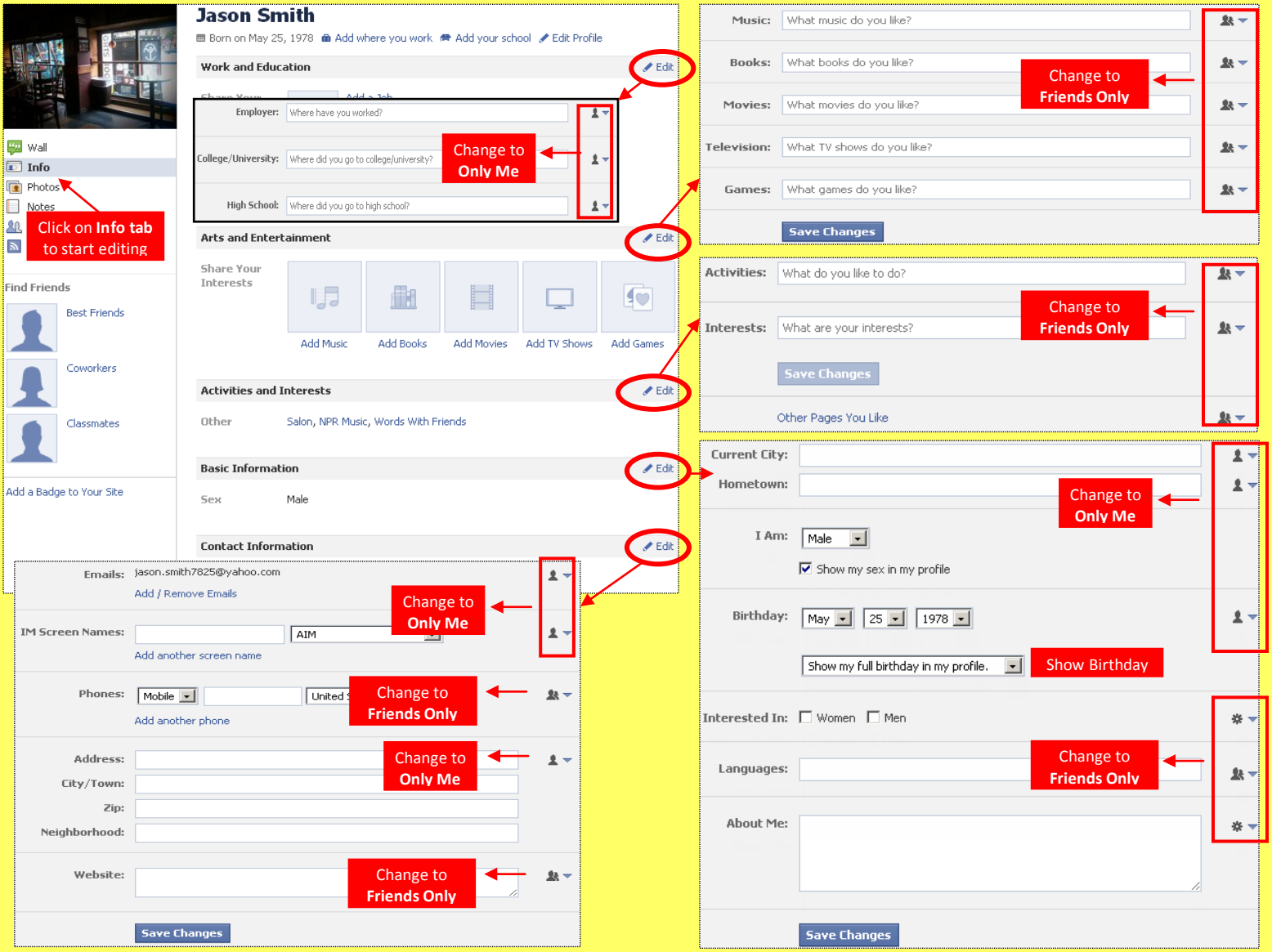
Facebook Smart Card

FB 121211_1800

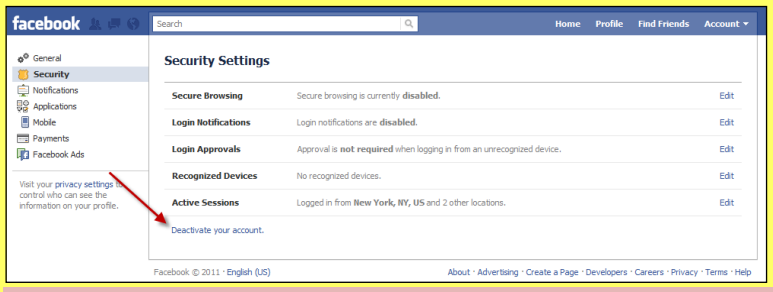
Do not login to or link third-party sites (e.g. twitter, bing) using your Facebook account. "Facebook Connect" shares your information, and your friends' information, with third party sites that may aggregate and misuse personal information. Also, use as few apps as possible. Apps such as Farmville access and share your personal data.

Profile Settings

Apply and save the **Profile** settings shown below to ensure that your information is visible to <u>only</u> people of your choosing.



Deactivating / Deleting Your Facebook Account



To **<u>deactivate your Facebook account</u>**, go to **Account Settings** and select **Security**. To reactivate your account log in to Facebook with your email address and password.

To **<u>delete your Facebook account</u>**, 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	www.fbi.gov/stats-services/publications/parent-guide
Wired Kids	www.wiredkids.org/
Microsoft Safety & Security	www.microsoft.com/security/online-privacy/social-networking.aspx
OnGuard Online	www.onguardonline.gov/topics/social-networking-sites.aspx

Google+ Smart Card

G+ 121911_2000

Social Networks - Do's and Don'ts

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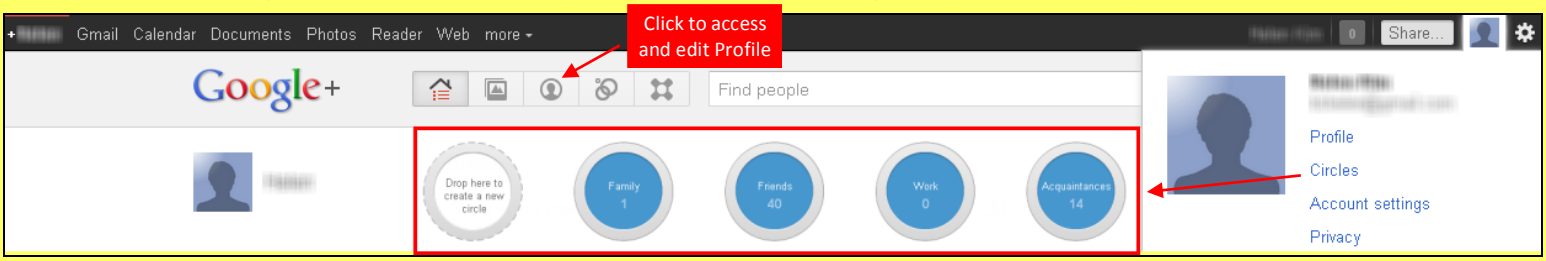
- Avoid posting or tagging images of you or your family that clearly show your face. Select pictures taken at a distance, at an angle, or otherwise concealed. **Never post Smartphone photos and don't** use your face as a profile photo, instead, use cartoons or avatars.
- Use secure browser settings when possible and monitor your browsing history to ensure that you recognize all access points.

Managing Your Google+ Profile

Google+ provides privacy and sharing options using **Circles**. Circles are groups that users create for different types of connections, such as family, friends, or colleagues. Content is shared only with circles you select. Google+ requires that users provide real names - no pseudonyms.



Profile Settings

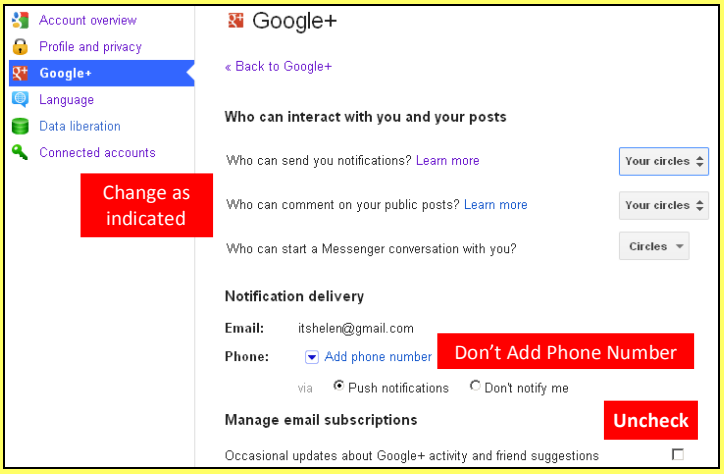
Apply and save the **Profile** settings shown below to ensure that your information is visible to <u>only</u> people of your choosing.

Google+ Smart Card

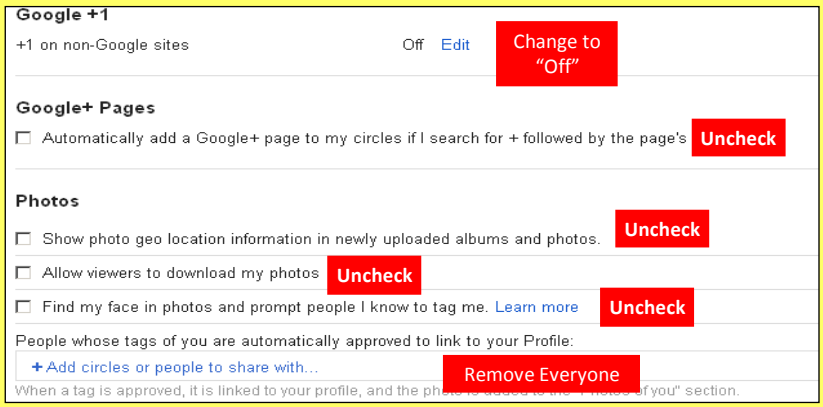
G+ 121911_2000

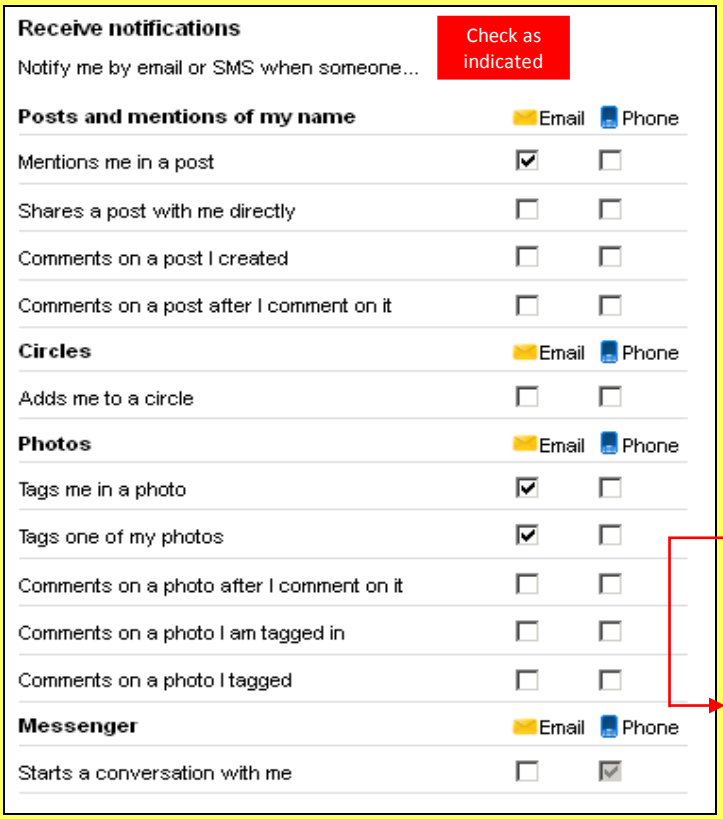
Account Settings & Minimizing Your Activities

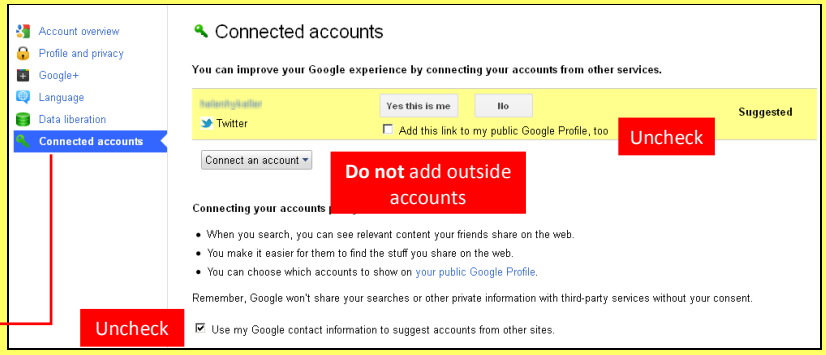
Apply the Account settings shown with arrows below to ensure that your information is shared in a limited fashion.



- Account settings can be accessed under **Account Settings > Google+**.
- Maintain a small Google+ "footprint". Select only important Google+ notifications as shown in the box to the left.
- Limit notifications to email as opposed to text.
- **Do not** connect your mobile phone to Google+ or use the Google+ mobile application, and **Disable +1** on non-Google Websites
- **Do not** allow contacts to tag you then automatically link to your profile
- **Disable** your circles from accessing your photo tags prior to you



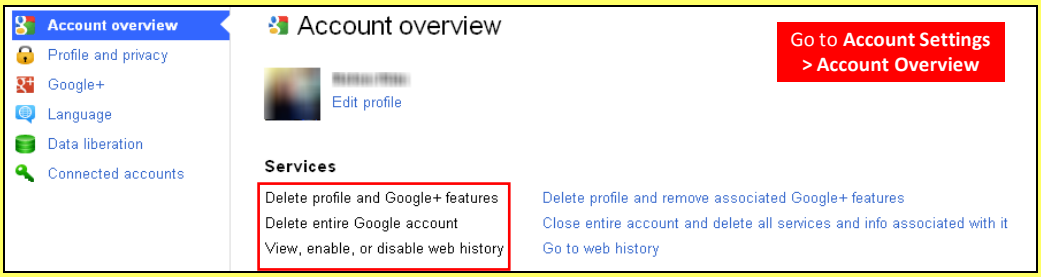




By default, Google+ uses your Google contact information to link your accounts from other online services, aggregating your online identity in one location. To disable this feature:

- Go to **Account Settings > Connected Accounts**
- Click "No" to Google-suggested 3rd-party accounts
- Disable Google+ access to your contact information
- Do not manually connect other online accounts using Google+

Deleting Your Google+ Profile Information or Account



- **Delete Google+ Content** removes Google+ related information such as circles, +1's, posts, and comments
- **Delete your entire Google profile** removes all user data from Google services, including your Gmail
- **Disable web history** to prevent accumulation of your digital footprint

Useful Links

A Parent's Guide to Internet Safety	www.fbi.gov/stats-services/publications/parent-guide
Wired Kids	www.wiredkids.org/
Microsoft Safety & Security	www.microsoft.com/security/online-privacy/social-networking.aspx
OnGuard Online	www.onguardonline.gov/topics/social-networking-sites.aspx

Twitter Smart Card

Twitter 121511_1631

Social Networks -Do's and Don'ts

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- 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

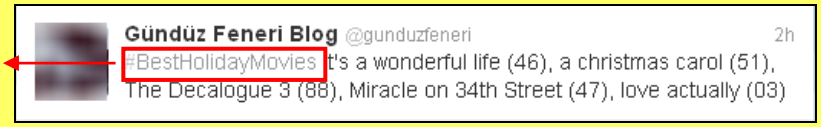
Twitter is a social networking and microblogging site whose users send and read text-based posts online. The site surged to worldwide popularity with +300 million active users as of 2011, generating 300 million tweets and 1.6 billion search queries daily.

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

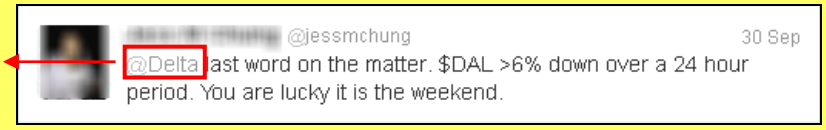
Tweets

"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 the 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.

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

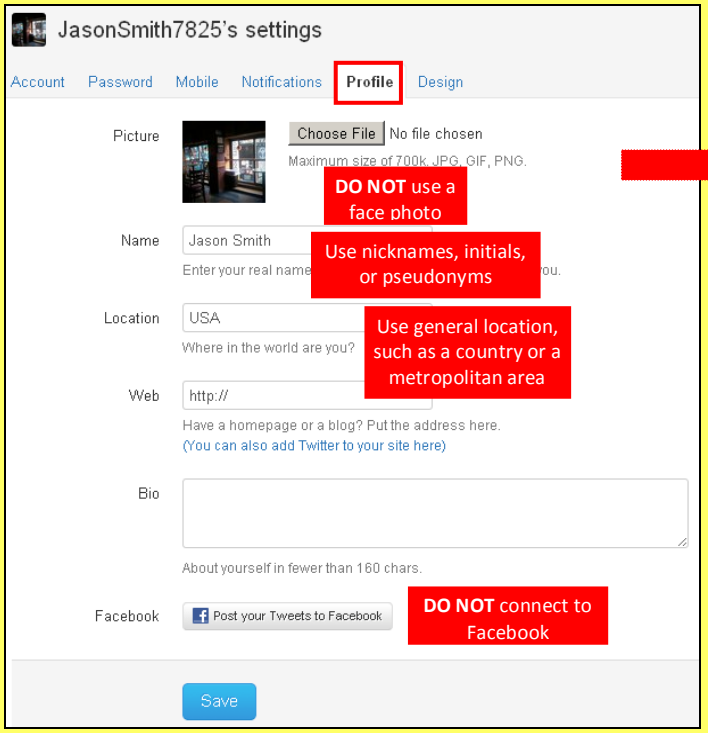


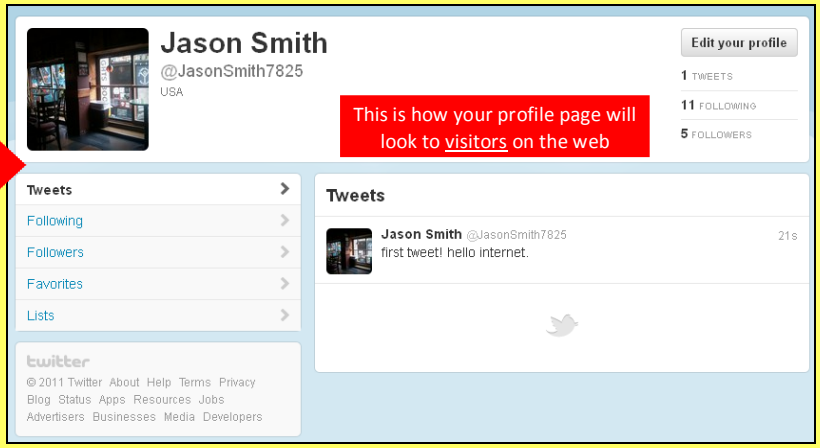
Mentions (@username) are used to tag a user in a Twitter update. When a public user mentions a private Twitter account, the link to the private account profile becomes public.



Profile Settings

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





Twitter Best Practices

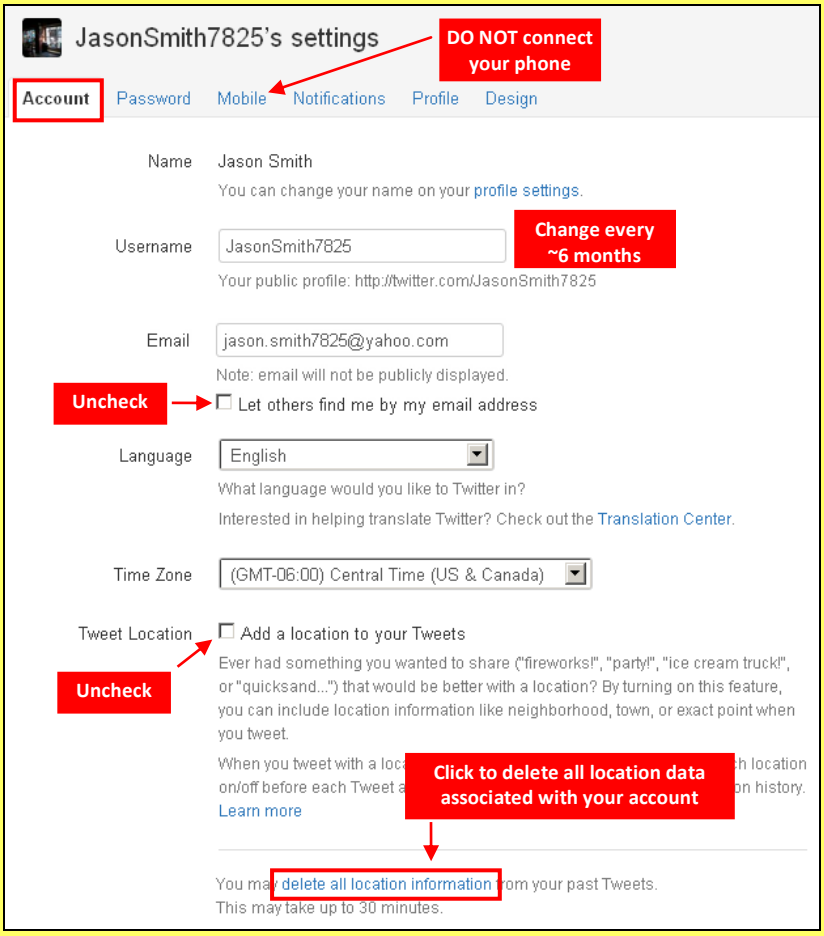
- Avoid using hashtags (#) in updates to avoid being indexed and associated with a topic by Twitter Search.
- *Tweet responsibly*. Do not provide personal details regarding your whereabouts and activities in your post.
- Do NOT upload links to personal photos or websites on Twitter.
- Do NOT allow Twitter to use your location on mobile devices.
- Change your Twitter **username** periodically to limit account exposure.

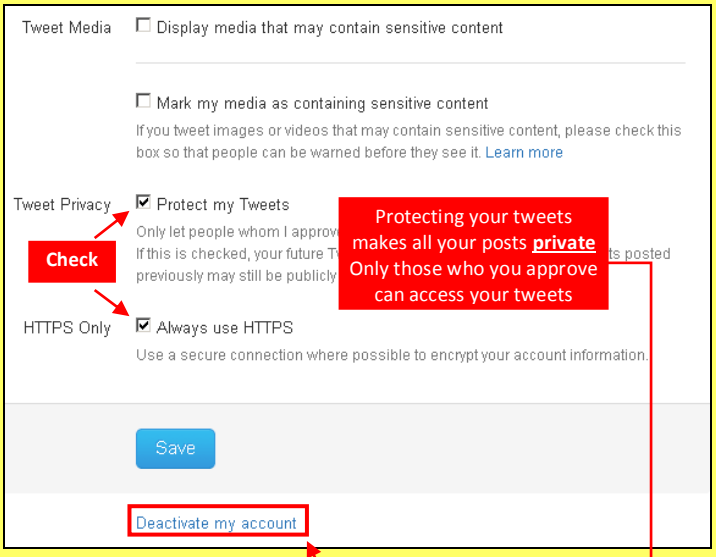
Twitter Smart Card

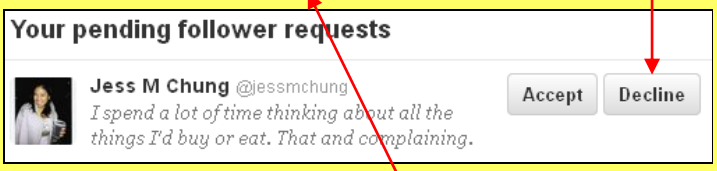
Twitter 121511_1631

Account Settings

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





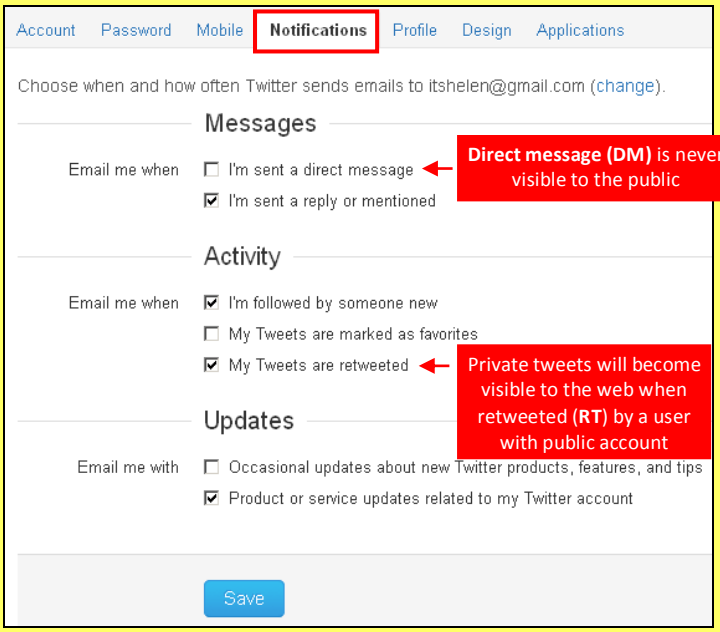


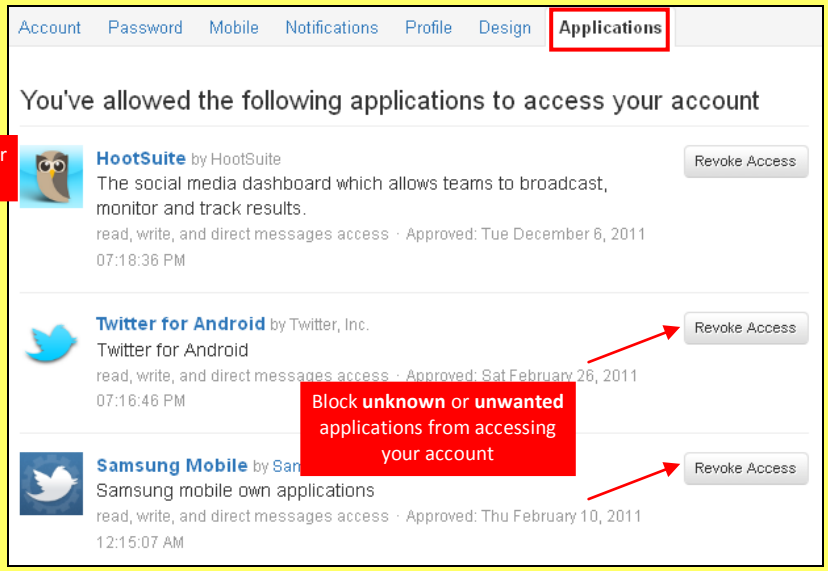
Deactivating / Delete Your Twitter Account

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

Notification & Application Settings

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





Useful Links

A Parent's Guide to Internet Safety	www.fbi.gov/stats-services/publications/parent-guide
Wired Kids	www.wiredkids.org/
Microsoft Safety & Security	www.microsoft.com/security/online-privacy/social-networking.aspx
OnGuard Online	www.onguardonline.gov/topics/social-networking-sites.aspx

LinkedIn Smart Card

LI 121911_1400

Social Networks -Do's and Don'ts

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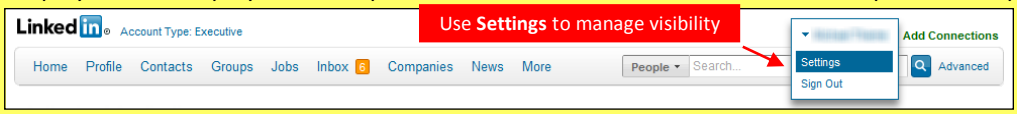
Managing Your LinkedIn Profile

LinkedIn is a professional networking site whose users establish connections with co-workers, customers, business contacts, and potential employees and employers. Users post and share information about current and previous employment, education, military activities, specialties, and interests. To limit exposure of your personal information, you can manage who can view your profile and activities.



Profile Settings

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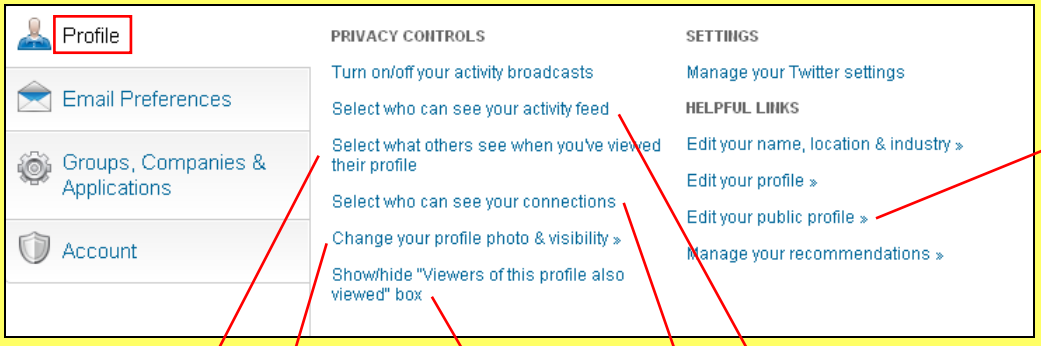
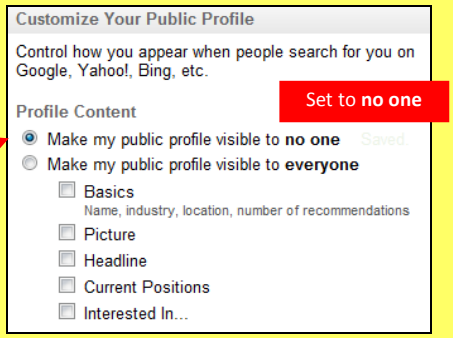
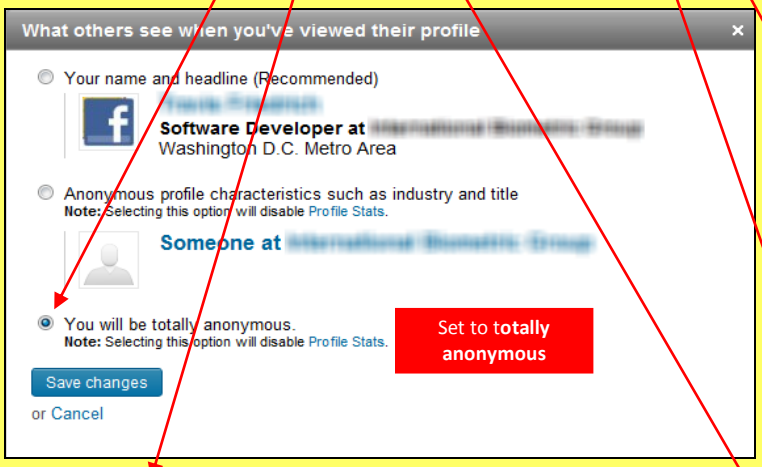
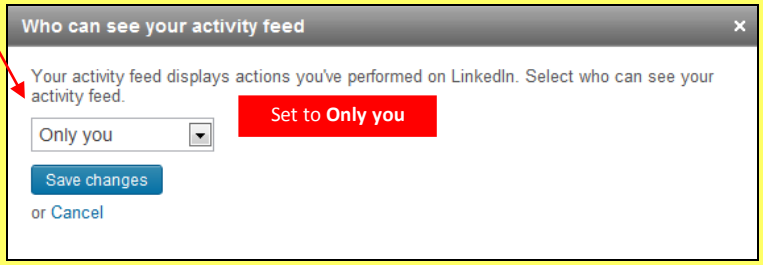
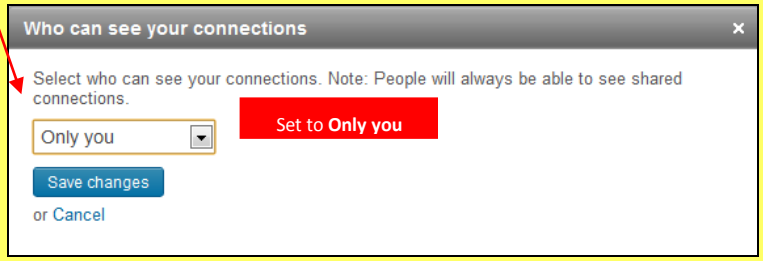
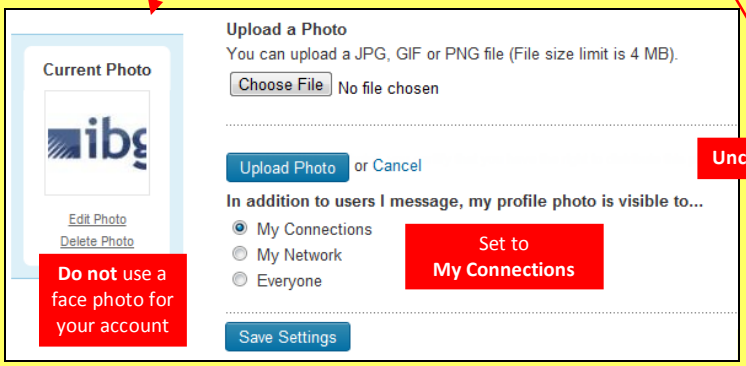


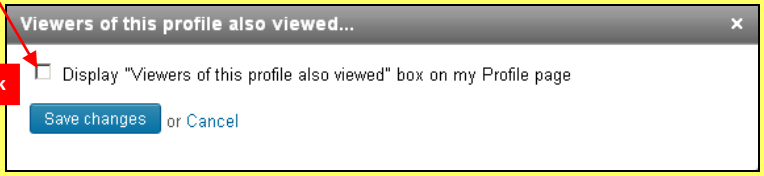












LinkedIn Quick Facts

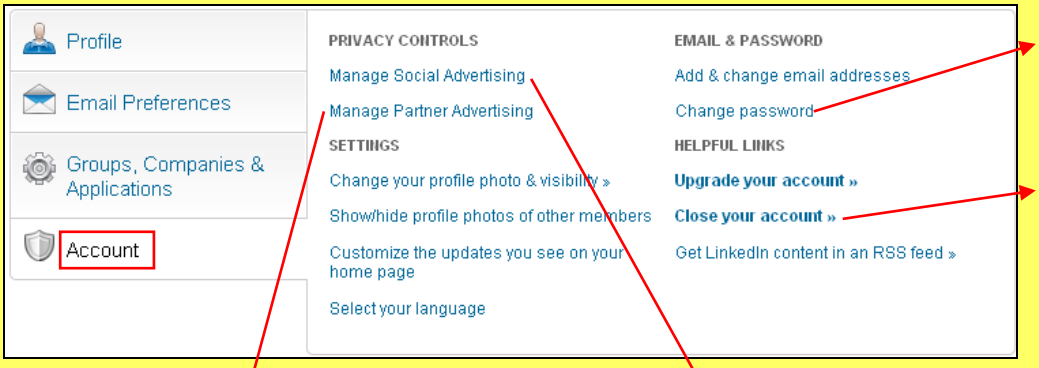
- There are over **100 million** LinkedIn users around the world. Aside from the US, LinkedIn is widely adopted in India, Brazil, and the UK.
- Users tend to share information related to their **careers or jobs** as opposed to photographs from parties or social events.
- LinkedIn profiles tend to be more **visible and searchable** than in social networks such as Facebook.
- **Paid LinkedIn accounts** have access to more information about other users, such as connections, than free accounts.
- The type of information users can see about each other depends on how **closely they are connected** (1st, 2nd, or 3rd degree).

LinkedIn Smart Card

LI 121911_1400

Account Settings

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



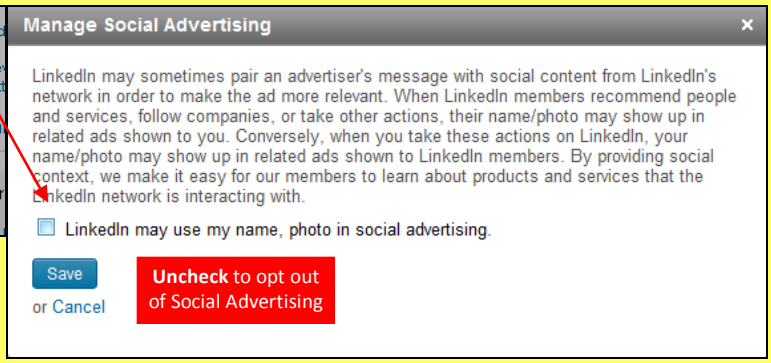
Passwords

Use a complex password with capital letters and numbers to ensure that attackers cannot access your account information.

Closing Your LinkedIn Account

If you no longer plan to use the LinkedIn service, you can close your account. Click **Close your account** and confirm that you want to take this action.

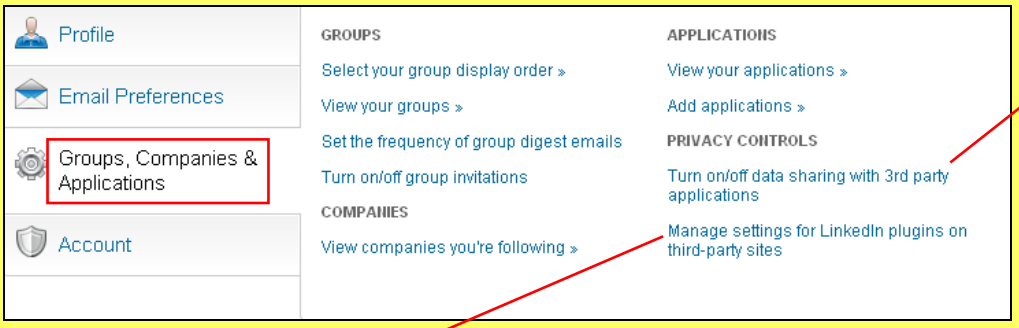
Uncheck to opt out of Partner Advertising on third party websites



Uncheck to opt out of Social Advertising

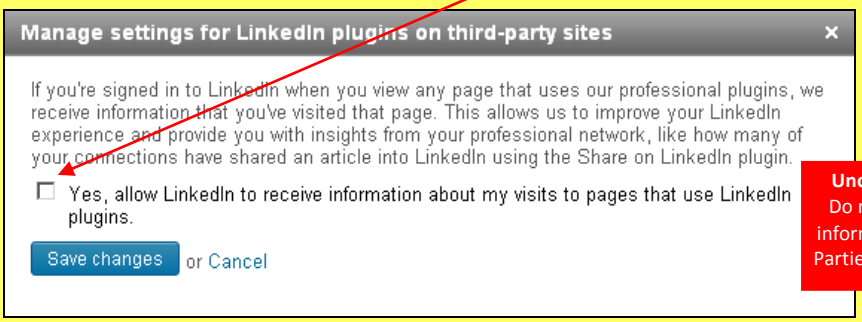
Application Settings

Third-party applications and services can access most of your personal information once you grant them permission. You should limit your use of applications to ensure that third parties cannot collect, share, or misuse your personal information. Apply the **Application** setting shown with arrows below to ensure that your information is visible only to people of your choosing.



Do not share with Third Parties

Also, avoid using the LinkedIn **smartphone** app to prevent accidentally collecting and sharing location data.



Uncheck the box. Do not share your information on Third Parties with LinkedIn.

LinkedIn, **by default**, automatically retrieves information about the user on websites with LinkedIn Plug-In integration. Prevent sharing **your activities on third-party websites** with LinkedIn by unchecking the box.

Useful Links

A Parent's Guide to Internet Safety	www.fbi.gov/stats-services/publications/parent-guide
Wired Kids	www.wiredkids.org/
Microsoft Safety & Security	www.microsoft.com/security/online-privacy/social-networking.aspx
OnGuard Online	www.onguardonline.gov/topics/social-networking-sites.aspx