

## Safe Social Networking on Facebook

Facebook is just one examples of a Social Networking website. These sites are used by millions of people across the world. With these sites being so popular it is important to be careful as some members join for malicious reasons. **More and more people are using social networking sites, but are you revealing more than you meant to? Social networking web sites let you communicate with others online and build networks of 'friends' linked by shared hobbies and interests.**

### Risks

These sites are very popular, especially with young people. Users expose themselves to risks they have always faced online, but in a new situation. Online bullying, disclosure of private information, cyber-stalking, access to age-inappropriate content and, at the most extreme, online grooming and child abuse. Other risks include: loss of privacy and identity theft. Adults too can be victims of cyber-bullying and stalking.

### When using these sites:

**Be aware that some** people online are not what they say and what to look for to spot this.

Look at the settings on your profile making sure it is **not** set to public, where anyone can see it..

**Do not accept requests** from people you don't know in real life.

**Avoid giving out any personal details about yourself, or any of your family or friends to anyone you don't know and trust in real life.**

Ensure you know how to **report abuse**.

**You can hide your online status**, this will make you appear offline.

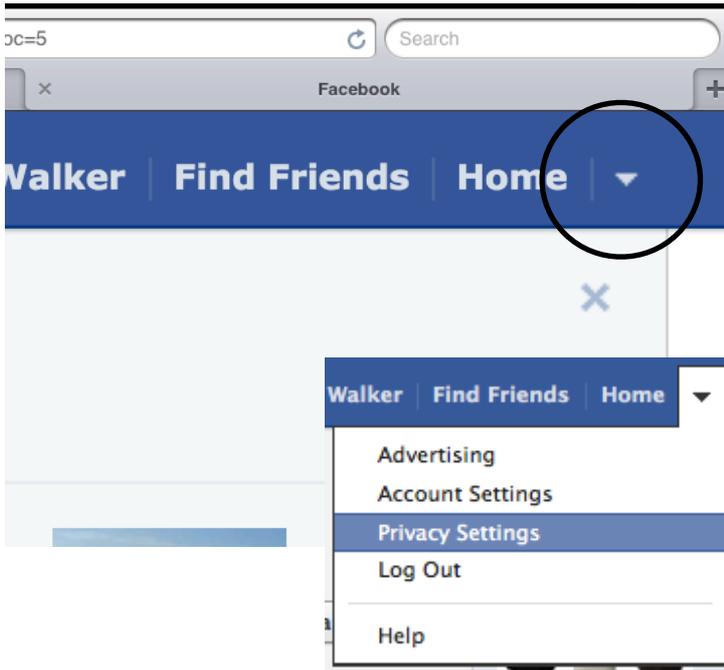
Be aware that some employers, educational establishments and others are members of these sites to check on potential recruits.

### Protect your privacy

To help avoid these risks and enjoy social networking sites, follow a few sensible guidelines:

- Don't do something that feels uncomfortable because other people are doing it, or because of pressure to do so from others.
- Be careful about publishing any personal or identifying information about yourself. This includes information such as: phone numbers, your address, birthday, full name, or pictures of your home, school or place of work.
- Pick a user name that doesn't give personal information e.g. "Fred27".
- Consider setting up a separate free email account that doesn't use your real name and use that to register and receive mail from the site e.g. [fred27@coldmail.com](mailto:fred27@coldmail.com). That way if you want to shut down your connection, you simply stop using that mail account and open another.
- Use a strong password. Include upper and lower case letters and numbers.
- What goes online stays online. Don't say anything or upload pictures that might cause you problems or embarrassment later.
- Learn how to use the site properly. Use the privacy features provided to restrict access to your profile.
- Be cautious about who you let join your 'friends' list.
- Be on your guard against phishing and other scams

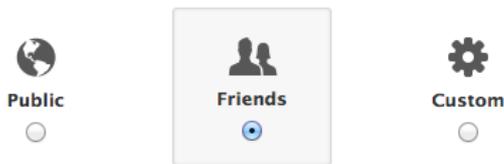
## How to Change your privacy settings on Facebook



Log on to your account and click on the arrow on the far right of the blue menu bar.

Select Privacy Settings.

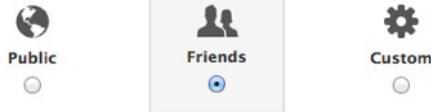
Your selection sticks around for your next post until you change it — either inline when you post, or here:



It is advisable to select 'Friends' or 'Custom'.

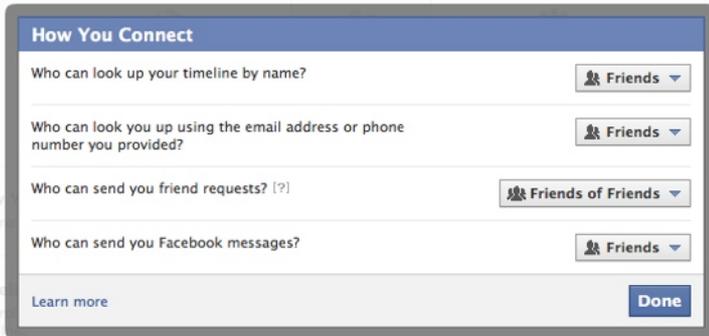


If you select 'Custom' you will be able to specify a group or list of people. This may be useful if you only want to share posts with a small number of your friends.



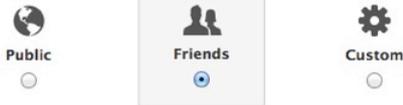
On the Privacy page you will see other options that you can change.

**How You Connect**  
Control how you connect with people you know. [Edit Settings](#)



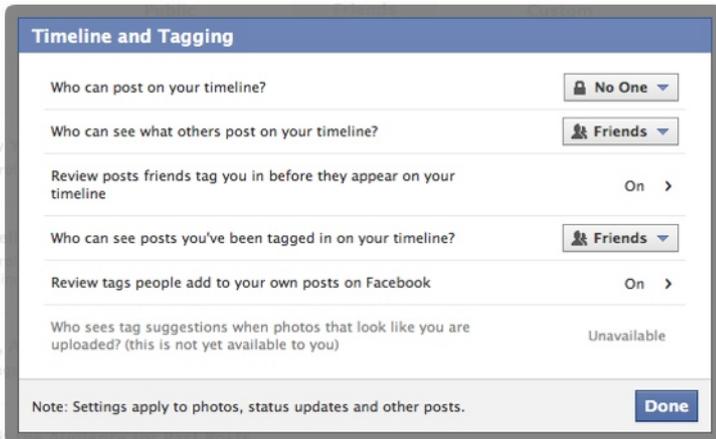
Under the heading 'How You Connect' you can set up who can search for your timeline, look you up using an email address or mobile number and send you friend requests and messages.

It is advisable to select 'friends' and 'Friends of Friends' for these settings.



**How You Connect**  
Control how you connect with people you know. [Edit Settings](#)

**Timeline and Tagging**  
Control what happens when friends tag you or your content, or post on your timeline. [Edit Settings](#)

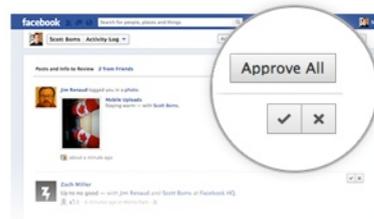


Under the heading 'Timeline and Tagging' you will be able to control who can post information on your timeline. You can select 'No One' so that only you can put information on or select 'Friends' but then choose to review what has been written before it appears.

Additional Timeline Controls are available on your Timeline page.

## Timeline Controls

Choose what goes on your Timeline, and the audience for your posts.



### Approve what goes on your timeline

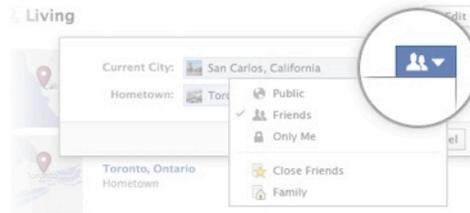
You can decide if the posts you're tagged in appear on your timeline. To review posts friends tag you in before they appear on your timeline, go to the "Timeline and Tagging" section of your privacy settings. Posts you choose not to include on your timeline may still appear elsewhere on Facebook. [Learn more about tagging.](#)

### Changed your mind? No problem

Have you ever shared something with all your friends, then later wished you could limit who could see it? Now you can go back and change the audience for something after you post it.

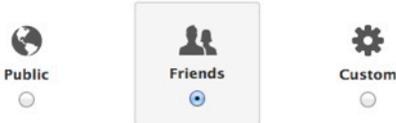
### Choose who to share with

Privacy controls are right next to things you share, so it's clear who sees your stuff. You can pick and choose who sees what — like share your hometown with friends, but only let family see your phone number.



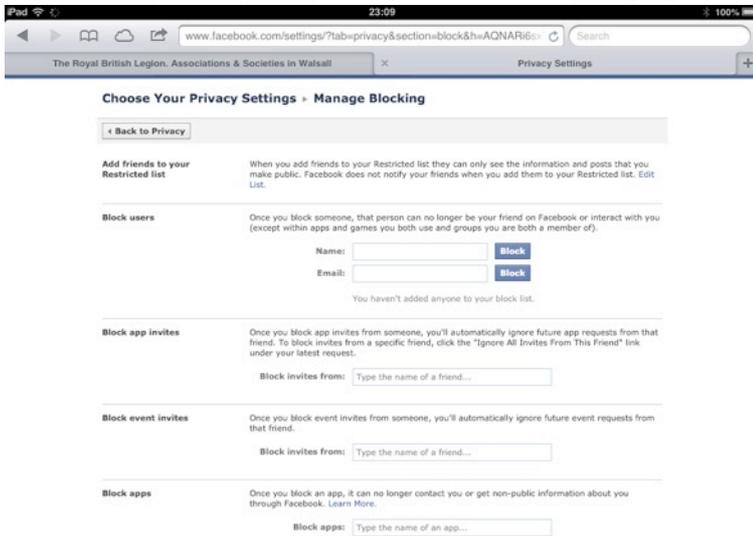
### Know what others see on your timeline

Use the [View As...](#) tool to see what people see when they look at your profile. The [Activity Log](#) lets you review and manage the things you've shared since you've joined Facebook.



- How You Connect**  
Control how you connect with people you know. [Edit Settings](#)
- Timeline and Tagging**  
Control what happens when friends tag you or your content, or post on your timeline. [Edit Settings](#)
- Ads, Apps and Websites**  
Manage your settings for ads, apps, games and websites. [Edit Settings](#)
- Limit the Audience for Past Posts**  
Limit the audience for posts you shared with friends or Public. [Manage Past Post Visibility](#)
- Blocked People and Apps**  
Manage the people and apps you've blocked. [Manage Blocking](#)

Under the heading 'Limit the Audience for Past Posts' you are able to restrict who sees your past posts to your Friends, people who are tagged and their Friends.



Under the heading 'Blocked People and Apps' you are able to block people from your Friend List. You can also block app invites and event invites.