

Social Media Safety Guide

Contents

Facebook	3
You're in charge!.....	3
Be in control.....	3
Who can see my stuff?.....	3
Consider only letting your "Friend" see everything.	3
Keep an eye on your timeline.....	3
Ensure you can't be found in a public web search!	3
Who can see your posts?.....	3
How can I change the Ads I see?.....	4
Changing your preferences.....	4
Facebook's Reporting Tools	4
Report abuse to Facebook.....	4
How do I deactivate my account?.....	5
How do I deactivate my Facebook account?.....	5
How do I permanently delete my Facebook account?.....	5
Teenage user updates.....	5
It is important teenagers using Facebook use their real date of birth.....	5
How to manage Friend Lists?	5
How to create Friend Lists	5
Organise Friend Lists.....	5
Take control of your Apps and Games!	6
Control your Applications	6
Block App invites from friends	6
Instagram	7
Do you know how to share with a select group of your followers?.....	7
Do you know how to block someone?	7
Do you know how to delete comments?	7
Do you know how to delete your account?	7

Do you know how to report content?	8
Do you know who your followers are?.....	8
Do you know if your account is private or public?	8
Snapchat.....	9
What is Snapcat?	9
Age restrictions.....	9
Finding and adding friends?	9
Finding and Adding Friends	9
How do I report a problem?.....	9
How do I Block and Delete?	10
Blocking and Deleting friends.....	10
How can I stay in control?.....	10
Changing Your Privacy Settings	10
Twitter.....	11
What is Twitter?	11
Who Can Follow Me?.....	11
My Followers	11
Who am I following?.....	11
Unfollow or Delete Content?	11
Unfollowing	11
Deleting Content.....	12
Deactivate my account?.....	12
Deactivating Your Account	12
Report Something?	12
Reporting	12
Protect My Privacy?	12
Privacy.....	12
Who Can See My Tweets?	13

Facebook

You're in charge!

Be in control

Use the **Privacy Check-up Dinosaur?** 



Click on the padlock  and the dinosaur will be there to help you with your privacy settings.

Here you will see:

-  Who can see my stuff?
-  Who can contact me?
-  How do I stop someone bothering me?

Note.

-  Facebook's privacy settings help you to control who can see your stuff on Facebook and how you connect with other people. To find out more, check out the **NEW Privacy Basics** here www.facebook.com/about/basics
-  Consider the amount of information you want to share with different people. Do you want to share the same things with your work colleagues as your friends?

Who can see my stuff?

Consider only letting your "Friend" see everything.

Remember though when tagging is involved, you need to be mindful that often "friends of friends" can also see who and what you tag. For up-to-date tagging info visit <http://on.fb.me/PQzwdD>.

-  Click the Privacy shortcut (top right )
-  Click **Who can see my stuff**
-  Under **Who can see my future posts** select friends from the drop down list.

Note. Check out what your timeline looks like to the public by using the **View As...** tool in your privacy shortcuts.

Keep an eye on your timeline

-  Click the Privacy shortcut (top right )
-  Click on **See More Settings** then **Timeline and Tagging**
-  Turn on **Review posts friends tag you in** so you can choose what's visible on your timeline.

Ensure you can't be found in a public web search!

-  Click the **Drop Down** (top right )
-  **Settings**, then **Privacy Settings**
-  **Who can look me up?**
-  Do you want other search engines to link your Timeline?
-  Click edit and remove tick from the box.

Who can see your posts?"

Facebook has in-line privacy controls so you can set your audience to: **Private, Friends, Friends of Friends, Public**, before you post a status update.

Note. The **Activity Log** is only visible to you. This tool makes it easier for you to review your posts and make changes to the audience of past content.

How can I change the Ads I see?

Facebook's NEW **Privacy Basics** tool lets you take control of the ads you see by linking Pages, adding interests to your timeline and clicking on ads you find useful or interesting. Whilst this won't change how many ads you see, it will help Facebook know more about what you like and the ads you see should be more relevant.

Changing your preferences

To understand why you're seeing a particular ad:

-  Click the **Cross** in the right hand corner of the ad (x)
-  Select "**About this Ad**"

To hide ads that you don't want to see:

-  Click the **Cross** in the right hand corner of the ad (x)
-  Select "**I don't want to see this**"
-  If you don't want to see any more ads from a certain advertiser, select "**Hide all from advertiser**"
-  Fill in the form that follows to help Facebook understand which ads you do and don't want to see.

Note.

-  Managing your preferences is only possible in some areas on Facebook right now.
-  Even after making changes you might still see ads that seem related to things you removed. E.g. you may see an ad if it's broadly targeted in a town or city.

You can find out more about Facebook Adverts here: <http://on.fb.me/1hixBwn>

Facebook's Reporting Tools

Report abuse to Facebook

If you feel that you are being bullied on Facebook, you can report it on the site using the **Drop Down**  in the corner of any post. Use the **Social Reporting** features to get help from a parent, teacher or trusted friend without reporting the bully directly.

Note. The Social Reporting tool can be really useful if a friend posts something like an embarrassing photo which may not break the Facebook rules. To learn more about Social Reporting go to www.facebook.com/report

Remember to take evidence and block abusive users by choosing the **Block**  option by clicking the Cog icon  on the front of their **Timeline**. Blocking someone means they will no longer be able to contact you on Facebook.

You can track progress of your reports using the **Support Dashboard**, which will also alert you when a decision has been made about your report. You can find this by clicking the **Drop Down** (top right ) and selecting **Settings, Support Dashboard**. If content isn't removed, the reporter will be told why. More information on the **Support Dashboard** can be found here: <http://on.fb.me/IRcv7g>.

Note. Reporting features are the same across all devices.

How do I deactivate my account?

How do I deactivate my Facebook account?

If you deactivate your Facebook account, your timeline will not be erased, but temporarily suspended. No one will be able to find your account and it will no longer appear in Friends lists.

-  Click the **Drop Down** 
-  **Settings**
-  **Security** (left hand side of the page)
-  **Deactivate your account**
-  All data and information in the account will be kept and can be reactivated at any time.

How do I permanently delete my Facebook account?

-  Click the **Drop Down** 
-  **Help**
-  Type **How to permanently delete my account?** And follow the link to
-  **your request** here.
-  Warning! Your Facebook account will become **deactivated** for 14 days and will be deleted if you do not use it in that time.

Teenage user updates

It is important teenagers using Facebook use their real date of birth

-  New users aged 13 – 18 will have a default privacy settings content with “friends” only.
-  You can choose to make your posts **Public** but this will mean that anyone including people you know, will be able to see them. As such, think carefully before you post anything publicly. Would you be happy for the following groups to see your posts:
 - Your parents
 - Your boyfriend or girlfriend
 - Your teachers
 - A potential future employer

You can review who you are sharing content with after posting but remember your post was public, someone else may already have shared it.

How to manage Friend Lists?

Think about creating “friend lists” in order to share different information with your chosen audiences.

How to create Friend Lists

-  From your home page, scroll down to the Friends section and select **More**.
-  The select **Create List**.
-  Write in the list’s name.
-  Enter names of friends you want to add to the list in the **Members Section**.
-  Click **Create**

The new list will now be an option when you add friends to the list.

Organise Friend Lists

-  Choose a Friend List
-  Click **Manage List** button (Top right, under Home button)
-  **Edit List** allows you to remove or add friends to the list

-  Click on a friend to remove
-  Click on top left drop down and select **Friends**. Click on who to add to the list
-  Click **Finish** to add them

Take control of your Apps and Games!

Control your Applications

To remove an app or game, turn it off or adjust the privacy settings:

-  Click the **Drop Down** (top right ) and select **Settings**
-  Click **Apps** in the left column

Then either:

-  Hover over the app or game you'd like to remove and click **x**
 - Or
-  Hover over an app or game and then click **Edit**  to adjust its settings
 - Or
-  Under **Apps, Websites and Plugins**, click **Edit**  and the **Disable Platform**

Note. Once you've removed the app or game, it should no longer post to your timeline. However, its past stories may still appear.

Block App invites from friends

If you want to ignore all App invites from a specific person:

-  Click the **Drop Down** (top right ) and select **Settings**
-  Click **Blocking** in the left menu
-  In the **Block app invites** section, enter the name or email address of the person you want to stop receiving app invites from.

Note. Friends will not be notified when you block app invites from them.

Instagram



Do you know how to share with a select group of your followers?

Instagram Direct lets you send a photo or video to a select group of people. Posts won't appear in Feed, search or your profile. Posts sent with Instagram Direct can't be shared through Instagram to other sites like Facebook or Twitter. You also can't tag people or use hashtags in these shared posts.

To send photos/videos with Instagram Direct:

-  Take a new photo/video or upload one from your camera roll
-  Add optional effects, filters and a caption
-  Tap **Direct**. You'll see some features appear in green when you're using Instagram Direct
-  Tap the names of people you want to send the post to (up to 15 people)
-  Tap **Send**

Do you know how to block someone?

When you block someone, they can't see your profile or posts. To block or unblock someone:

-  Go to their profile by finding them in your followers list or by searching for their name or username
-  Tap their username to open their profile and the tap  (iOS) and  Android)
-  Tap **Block User**

To unblock someone, follow the steps above and then tap **Unblock User**.

Do you know how to delete comments?

You can delete comments you've made, including photo or video captions, as well as comments other people have left on your posts.

To delete a comment or caption:



-  Tap Comment below the photo
-  Swipe to the left over the comment or caption you'd like to delete
-  Tap and then choose if you want to **Delete** or **Delete and Report Abuse**



-  Tap below the photo
-  Tap the comment or caption you want to delete
-  Choose if you want to **Delete Comment** or **Delete Comment and Report Abuse**

Do you know how to delete your account?

When you delete your account, your profile, photos, videos, comments, likes and followers will be permanently removed.

To delete your account:

-  Log into [instagram.com](https://www.instagram.com) from a computer
-  Click your username in the top right and then select Edit Profile

-  Click I'd like to delete my account in the bottom right
-  Keep in mind that we can't reactivate your account, and you can't sign up with the same username again after the account has been deleted. If you don't want to delete your account but want to change who can see it, you can set your posts to private or block people

Do you know how to report content?

If you see something that's not following Instagram's Community Guidelines (ex: nudity or self-harm), you can report a photo or video right from the Instagram app or when you see it on [instagram.com](https://www.instagram.com):

-  Tap *** (iPhone & Windows Phone) or  (Android) below the post
-  Tap Report inappropriate
-  Select why you're reporting the post

If you want to report someone that is impersonating you or someone you know, you can do that right from the Instagram app.

-  Go to their profile by finding them in your followers list or by searching for their name or username
-  Tap their username to open their profile and then tap  (iOS) and  (Android)
-  Tap Report Inappropriate
-  Select "I believe this account violates Instagram's community guidelines" to report an account

Do you know who your followers are?

If you have a public account anyone can follow you and see your posts. If you have a private account, you have to approve every request to follow you and people will only be able to see your photos or videos if you approve them as a follower. Every so often, it's helpful to take a look at your followers and do a spring cleaning of sorts. If you'd like to remove someone that is following you, you can block them, as described previously.

Do you know if your account is private or public?

Instagram has a simple privacy setting: you either share your posts with everyone (a public account) or only share with people whom you have approved to follow you (a private account). We encourage people to think before they share, whether they have a private or public account.

Snapchat



What is Snapchat?

Snapchat is a photo messaging app with a twist. Users can take photos, record videos, add text and drawings and send them to people. These “snaps” aren’t saved by default so it feels like socialising without leaving a trail behind you. Once everyone has viewed a snap, Snapchat’s system is designed to automatically delete it from their servers. Opened Snaps typically cannot be retrieved from Snapchat’s servers by anyone, for any reason. Upon registration “Team Snapchat” will automatically send you a series of “Snaps” to take you through the basics.

Age restrictions

Snapchat is for people over the age of 13. It is not intended for children under the age of 13. Teens aged 13-17 should have permission from a parent or legal guardian to use the app. If a child is under the age of 13 and has created a Snapchat account the account can be deleted by going to http://accounts.snapchat.com/accounts/delete_account and entering the child’s username and password. If Snapchat obtains knowledge that a user is under the age of 13 they will terminate the account.

Note. If you forget your password you can submit a password reset request to Snapchat at: https://accounts.snapchat.com/password_reset_request.

Finding and adding friends?

Finding and Adding Friends

Tap the ghost on the camera screen

- 👤 To add a friend who has added you, tap **“Added me”**, locate their username in the list, then tap the plus icon  next to their name
- 👤 To add friends from your device’s contact list, tap the address book icon  (similar to this) (you may be prompted to verify your phone number). Once verified, all your phone contacts with Snapchat accounts will be displayed, along with friends who don’t have Snapchat, who you can invite via SMS
- 👤 To add friends who aren’t in your list of contacts, tap the “Add Friend” icon  and type in their Snapchat username. Tap the plus icon  to add them as a friend

If you don’t want friends to find you through your phone number:

- 👤 Tap ghost on the camera screen, then tap the gear icon  in the upper-right corner
- 👤 Tap **“Mobile Number”**
- 👤 Untick **“Allow my friends to find me”** to unlink your phone number

How do I report a problem?

Snapchat is about sharing moments and having fun. They encourage self-expression but respect their user’s need for this to be balanced against being able to use the app safely and enjoyably. They don’t tolerate “Snaps” that share:

- 👤 Pornography, Nudity or Sexually Suggestive and involving people under the age of 18
- 👤 Young people (under 18s) engaged in activities physically dangerous and harmful
- 👤 Invasions of privacy or impersonation
- 👤 Threats, Harassment or Bullying
- 👤 Self-Harm

Snapchat may remove this type of content, suspend accounts sending it and prohibit them from using Snapchat in the future.

Snapchat's reporting functions are the same across the devices. Mobile and tablet users can find all the reporting routes by tapping on the ghost on the camera screen: tapping the gear icon  and choosing **"Support"**. Desktop users can follow the links below for reporting:

-  Inappropriate Content: <https://support.snapchat.com/co/inappropriate>
-  Harassment: <https://support.snapchat.com/co/harassment>
-  Impersonation: <https://support.snapchat.com/co/impersonation>
-  Another Abuse of Safety issue: <https://support.snapchat.com/co/other-abuse>

How do I Block and Delete?

Blocking and Deleting friends

Blocking someone on Snapchat means they will be prevented from sending you Snaps, Chats or viewing your stories. If you delete someone, they won't receive your Snaps, but they could still send them to you. To block or delete a contact:

-  Tap the username you want to block or delete in your **"My Contacts"** page
-  Tap the gear icon  that appears next to their name
 - Select **"Block"** to prevent Snaps, Chats or from them viewing your stories
 - Select **"Delete"** to remove them from your friends list

To unblock a user:

-  Tap the username, then tap the gear icon  next to their name
-  Select **"Unblock"** and the user will be added back to your friends list

Note: Full terms of use can be found here: www.snapchat.com/terms

How can I stay in control?

Changing Your Privacy Settings

By default, only users you add to your friends list can send you Snaps. If someone who isn't your friend tries to send you a Snap, you'll receive a notification that they added you, but will only receive the Snap when you add them to your friends list.

To change who can send you Snaps:

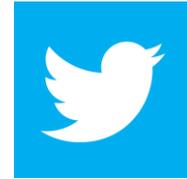
-  Tap ghost on the camera screen to access your profile, then tap the gear icon  in the upper-right corner of the screen
-  Tap the **"Send me Snaps..."** option and choose either:
 - **"Everyone"** – this allows anyone to send you Snaps (even strangers).
 - **"My Friends"** – only your friends are able to send you Snaps.

To change who can see your stories:

-  Swipe right on the camera screen to access your profile, then tap the gear icon  on the upper-right corner of the screen.
-  Tap the **"View my stories..."** option and choose either:
 - **"Everyone"** – This allows anyone to see your stories (even strangers).
 - **"My Friends"** – Only your friends are able to see your stories.
 - **"Custom"** – This allow you to choose which friends can see your stories.

Note: To clear a conversation, tap ghost, then tap the gear icon  in the top right hand corner and scroll down to find **"Clear Conversations"**.

Twitter



What is Twitter?

Twitter is a social networking site with over 288 million users!

The big appeal with Twitter is how rapid and quick the tweets come in, meaning there is nearly always something new to read: you can track hundreds of interesting tweeters, and read their content with a glance, even celebrities and public figures.

One of the big differences from the other major social networking sites is you only have 140 characters to use per tweet, this means you have to choose your words very carefully, or just tweet and tweet and tweet ... it also promotes focused and clever use of language making tweets interesting and easy to read, as well as challenging to write.

Twitter is a popular public platform used by many to express themselves, share stories, pictures and articles on the net. It can be a place people can find support, friends, jokes and much more.

Unfortunately like anything, it is not always used for good and that's why we have devised the checklist to help you stay safe!

Who Can Follow Me?

My Followers

If you have chosen to **"Protect your Tweets"** you will receive notification when someone has requested to follow you. This allows you to choose whether to **"accept"** or **"decline"** their follow.

If you have chosen not to protect your tweets, anyone can follow you (unless you have previously blocked them) and you will receive a notification informing that they have started following you.

Who am I following?

If you are looking to follow a celebrity you like, Twitter has made it easy for you. Twitter verifies celebrities, famous people and public figures. This is displayed with a  next to their Twitter handle. Twitter allows parody and fan accounts so this helps you identify the real deal quickly and easily.

You can follow whoever you like, and Twitter will also make suggestions on who they think you might like to follow.

Unfollow or Delete Content?

Unfollowing

If you no longer wish to follow someone you can unfollow them by going to their Twitter profile, click the  button and you will automatically **"unfollow"**. If you still want to follow someone but don't want to see their tweets: click the gear  on their profile and select **"Mute"**, you can **"un-mute"** at any time.

If you don't think unfollowing them is enough you can also **"Block a user"**. Click the gear  on their page and select **"Block"**. This means that the user will no longer be able to follow or message you.

It's good practice to occasionally look through your followers and have a spring clean. If you no longer know someone or don't want them seeing your tweets, then it's good to remove them – it's easy to forget whose following you.

Deleting Content

If you would like to delete a post you created, all you need to do is click on the **...** next to the favourite star  on the post and click delete. This works for any tweet or retweet. If you have **“Favourited”** something but didn’t want to, you just have to click the  again to un-favourite.

Deactivate my account?

Deactivating Your Account

Before you deactivate your account you should know, Twitter keeps your data for 30 days, after which it will be permanently deleted. You can re-activate your account in this 30 days period just by logging in. If you want to have a Twitter account after 30 days of de-activating your account you will have to start from scratch.

To deactivate your account:

-  Log in to Twitter
-  Click on your small profile picture (top corner) and select **“Settings”**
-  Scroll down to the bottom of the page and click **“Deactivate account”**
-  Read the account deactivation information
-  Select **“Okay fine, deactivate account”**
-  Enter your password for the account when prompted and verify that you want to deactivate your account

Report Something?

Reporting

If someone has posted something that you don’t think should be on Twitter (please read the Twitter rules) but you don’t want to report the person who posted it; follow these steps:

-  Click on the **...** next to the star button  (on the tweet)
-  Select **“Report”** from the drop down menu
-  Choose what type of report and follow the steps provided

If you don’t want to see the post on your timeline but don’t think it warrants a report, you can use the **“Mute”** option to hide the post.

If you want to report a Twitter user you need to:

-  Go to their profile and click on the  next to the Follow button
-  Click **“Report”**, and then select what type of report you would like to make

If you are reporting something or someone for being violent or threatening, you will receive an email form from Twitter confirming your report making it easier and clearer for law enforcement, should you wish to make it a police matter. You don’t have to be following someone to report them or their tweet.

Protect My Privacy?

Privacy

When you set up a Twitter account it is automatically set to **“Public”**, this means that anyone can see your tweets, even if they don’t follow you; even if they don’t have a Twitter account. You can **“Protect”** your tweets, which means anyone who doesn’t follow you would need to see your tweets.

To check if your account is public or private take these steps:

- 🐦 Login on Twitter
- 🐦 Click on your small profile picture next to the search bar
- 🐦 Click on **“Settings”** and choose **“Security and Privacy”** in the left menu
- 🐦 Scroll down to the **“Privacy”** section, if you want to be private tick **“protect my Tweets”**, if you want your account to be public make sure it is unticked

In this section you can also choose who you want to be able to tag you in photos.

[Who Can See My Tweets?](#)

If you have chosen to protect your tweets, only the people that follow you can see them. If you have chosen not to, anyone can view your tweets, unless you have blocked them.