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.

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 only people of your choosing.

- **Name & Profile Picture** are PUBLIC
- **This box is PUBLIC. Do not fill out additional information**
- **Change to Only You**
- **Change to Your Circles**
- **Change to Custom**
- **Uncheck**
- **Uncheck both**
- **Uncheck top button**
- **Do NOT add links to other online presences, such as a webpage, Facebook, Twitter, or LinkedIn**
- **To share information on this page with specific people, select Custom then choose appropriate Circles**
- **Search visibility**
- **Uncheck**
- **Select Edit Profile to make changes**
- **Click to access and edit Profile**
- **Show this tab on your profile:**
- **Add circles or people to share with:**
- **Show photo geo location information in newly uploaded albums and photos:**
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.

Receive notifications

Notify me by email or SMS when someone...

- Posts and mentions of my name
  - Email
  - Phone
- Mentions me in a post
- Shares a post with me directly
- Comments on a post I created
- Comments on a post after I comment on it
- Circles
  - Email
  - Phone
- Adds me to a circle
- Photos
  - Email
  - Phone
- Tags me in a photo
- Tags one of my photos
- Comments on a photo after I comment on it
- Comments on a photo I am tagged in
- Comments on a photo I tagged
- Messenger
  - Email
  - Phone
- Starts a conversation with me

Change to "Off"

Uncheck

Google+ Pages

- Automatically add a Google+ page to my circles if I search for + followed by the page.

Photos

- Show photo geo-location information in newly uploaded albums and photos
- Allow viewers to download my photos
- Find my face in photos and prompt people I know to tag me.
- People whose tags you are automatically approved to link to your Profile + Add circles or people to share with.

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