

## 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 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.

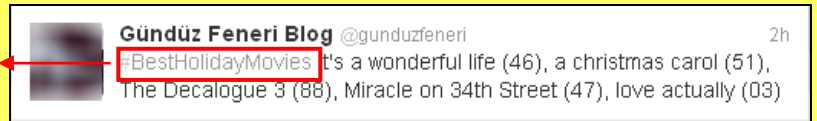


**Following** are people you subscribe to. **Followers** subscribe to your tweets. Private tweets will only be visible to followers you approve.

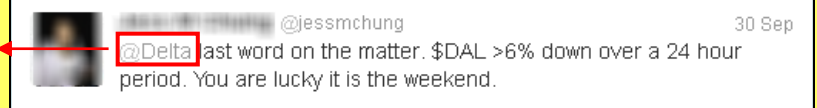
### Tweets

"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, #xsw).

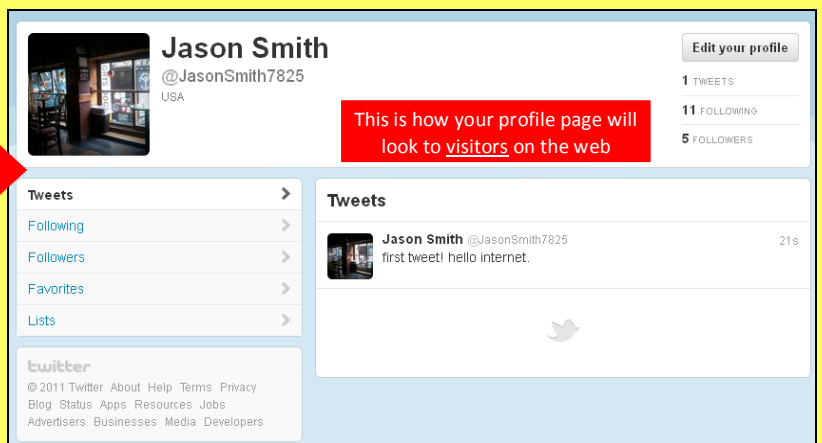
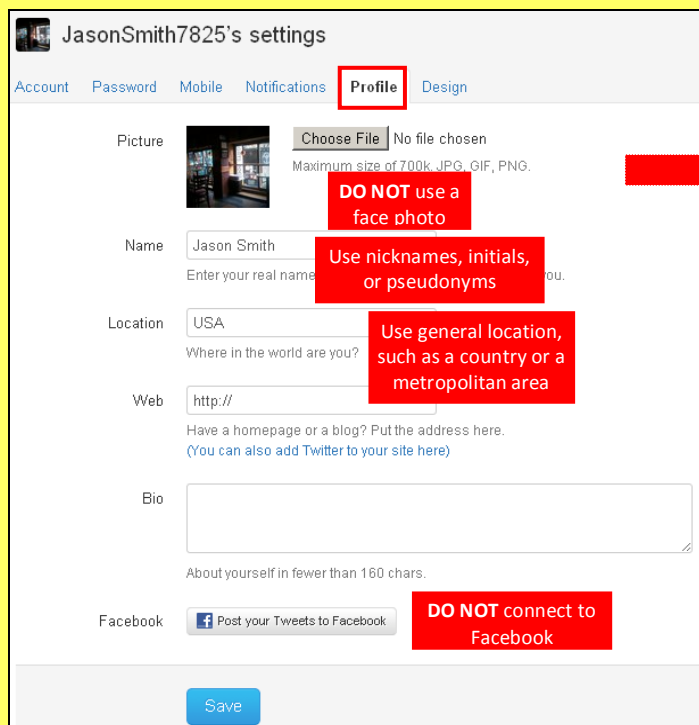


**Mentions (@username)** are used to tag a user in a Twitter update. When a public user mentions a private Twitter account, the link to the private account profile becomes public.



## 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.

## Account Settings

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

**JasonSmith7825's settings**

**Account** Password Mobile Notifications Profile Design

**DO NOT connect your phone**

Name: Jason Smith  
You can change your name on your [profile settings](#).

Username: JasonSmith7825  
**Change every ~6 months**  
Your public profile: <http://twitter.com/JasonSmith7825>

Email: jason.smith7825@yahoo.com  
Note: email will not be publicly displayed.  
**Uncheck**  Let others find me by my email address

Language: English  
What language would you like to Twitter in?  
Interested in helping translate Twitter? Check out the [Translation Center](#).

Time Zone: (GMT-06:00) Central Time (US & Canada)

Tweet Location:  Add a location to your Tweets  
**Uncheck**  
Ever had something you wanted to share ("fireworks!", "party!", "ice cream truck!", or "quicksand...") that would be better with a location? By turning on this feature, you can include location information like neighborhood, town, or exact point when you tweet.  
When you tweet with a location, you can turn location on/off before each Tweet and see your location history. [Learn more](#)  
**Click to delete all location data associated with your account**  
You may **delete all location information** from your past Tweets. This may take up to 30 minutes.

Tweet Media  Display media that may contain sensitive content

Mark my media as containing sensitive content  
If you tweet images or videos that may contain sensitive content, please check this box so that people can be warned before they see it. [Learn more](#)


Tweet Privacy  Protect my Tweets  
**Check**  
Only let people whom I approve to view the Tweets I tweet about. If this is checked, your future Tweets that you previously may still be publicly visible. **Protecting your tweets makes all your posts private. Only those who you approve can access your tweets.**

HTTPS Only  Always use HTTPS  
Use a secure connection where possible to encrypt your account information.

Save

**Deactivate my account**

**Your pending follower requests**

 **Jess M Chung** @jessmchung  
*I spend a lot of time thinking about all the things I'd buy or eat. That and complaining.*

Accept Decline

## Deactivating / Delete Your Twitter Account

To deactivate 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.

Account Password Mobile **Notifications** Profile Design Applications

Choose when and how often Twitter sends emails to itsshelen@gmail.com ([change](#)).

**Messages**

Email me when  I'm sent a direct message **Direct message (DM) is never visible to the public**  
 I'm sent a reply or mentioned

**Activity**

Email me when  I'm followed by someone new  
 My Tweets are marked as favorites  
 My Tweets are retweeted **Private tweets will become visible to the web when retweeted (RT) by a user with public account**


**Updates**


Email me with  Occasional updates about new Twitter products, features, and tips  
 Product or service updates related to my Twitter account


Save

Account Password Mobile Notifications Profile Design **Applications**

You've allowed the following applications to access your account

 **HootSuite** by HootSuite  
The social media dashboard which allows teams to broadcast, monitor and track results.  
read, write, and direct messages access · Approved: Tue December 6, 2011 07:18:36 PM [Revoke Access](#)

 **Twitter for Android** by Twitter, Inc.  
Twitter for Android  
read, write, and direct messages access · Approved: Sat February 26, 2011 07:16:46 PM [Revoke Access](#)

 **Samsung Mobile** by Samsung  
Samsung mobile own applications  
read, write, and direct messages access · Approved: Thu February 10, 2011 12:15:07 AM [Revoke Access](#)

**Block unknown or unwanted applications from accessing your account**

## Useful Links

A Parent's Guide to Internet Safety  
Wired Kids  
Microsoft Safety & Security  
OnGuard Online

[www.fbi.gov/stats-services/publications/parent-guide](http://www.fbi.gov/stats-services/publications/parent-guide)  
[www.wiredkids.org/](http://www.wiredkids.org/)  
[www.microsoft.com/security/online-privacy/social-networking.aspx](http://www.microsoft.com/security/online-privacy/social-networking.aspx)  
[www.onguardonline.gov/topics/social-networking-sites.aspx](http://www.onguardonline.gov/topics/social-networking-sites.aspx)