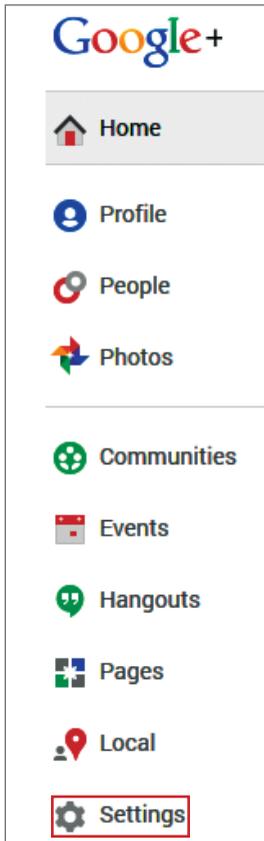




Social Network - Do's and Don'ts

- 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 and friends 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.



Account Settings & Minimizing Your Activities

Apply the Account settings shown with arrows below to ensure that your information is shared in a limited fashion. Use **Your circles** settings to choose which circles you share with when sharing a post with 'all circles.'

Your circles

When you share posts, photos, profile data, and other things with "Your circles," you're sharing with all of your circles, except the ones you're just following.

[Customize](#)

Photos and Videos

- Show geo location information on newly uploaded photos and videos.
- Allow viewers to download my photos and videos.
- Find my face in photos and videos and prompt people I know to tag me. [Learn more](#)

← Uncheck All

Hashtags

- Add related hashtags from Google on my newly created posts. [Learn more](#)

← Google sometimes adds hashtags to posts. Uncheck to prevent hashtags from being included. This makes you less visible."

Google Drive

- Show Drive photos and videos in your photo library [Learn more](#)

Only you can see them in your library until you choose to share them

← Uncheck

Location Settings

- Enable Location Sharing**

Location Sharing allows you to share your current location from Location Reporting on your devices, with people you choose. People you share your location with can see your current location across Google products, including Google+ and Google Now. They can also see your places, such as home and work. [Learn more](#)

← Uncheck

Google allows you to opt-out of Google+. This does not delete your Gmail or other Google services functionality."

→ **Disable Google+**
Delete your entire Google profile [here](#).

Profile Settings

Click the About tab and Edit (within the **People** card). This pops up the editing window. Edit all cards by using the navigation buttons. You have multiple options to limit the visibility of your information.

- **Public**--can be seen by anyone (not recommended)
- **Extended circles**--can be seen by people in circles of people in your circles (not recommended)
- **Your circles**--can be seen by anyone included in your circles (minimum privacy recommendation)
- **Custom**--allows you to limit who or which circles can view the information (intermediate privacy recommendation).
- **Only you** (maximum privacy recommendation)



Profile Settings

People 1

In your circles

Show people in **All circles**

Who can see this?
 Public
 Your circles

Have you in circles

Show people who have added you to circles

Cancel Save

Uncheck "Show people in and Show people who have added you to their circles"

Story 2

Tagline Public

A brief description of you

Introduction Only you

Bragging rights Only you

Examples: survived high school, have 3 kids, etc.

Cancel Save

Work 3

Occupation Only you

What do you do?

Skills Only you

What are your skills?

Employment Only you

Employer name Job title

Start - End Current

Cancel Save

Education 4

Education Only you

School name Major or Field of study

Start - End Current

Description of courses

Cancel Save

Places 5

Places lived Only you

type a city name Current

Cancel Save

Do not enter place names

Basic Information 6

Gender Male Only you

Looking for Friends Dating A relationship Networking Only you

Birthday January 23 1990 Only you

Show birthday year

Relationship I don't want to say Only you

Other names Only you

For example: maiden name, alternate spellings

Cancel Save

Contact Information 7

Home Only you

Phone New contact info

Work Only you

Phone New contact info

Cancel Save

Do not enter or display phone number information

Links 8

Other profiles Only you

Add custom link
Manage connected accounts

Contributor to Only you

Add custom link

Links Only you

Add custom link

Cancel Save

Apps with Google+ Sign-in 9

Show this card on your Google+ profile

change who can see your signed-in apps and activities on Google services, [change app settings](#)

Cancel Save

Uncheck

Useful Links

A Parent's Guide to Internet Safety
 Privacy Rights Clearinghouse
 Microsoft Safety and Security
 Online Guardian

www.fbi.gov/stats-services/publications/parent-guide
www.privacyrights.org/fs/fs18-cyb.htm
www.microsoft.com/security/online-privacy/social-network
www.onguardonline.gov/topics/social-networking-sites.aspx

