

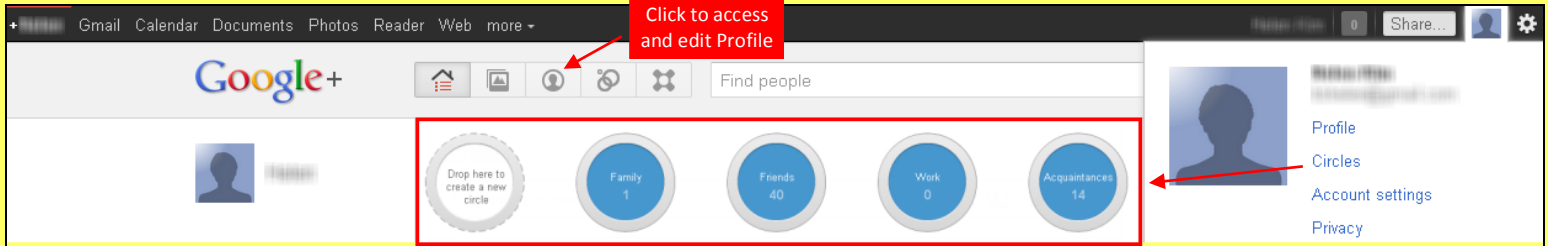


Social Networks - Do's and Don'ts

- 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.

Annotations:

- Click to access and edit Profile**: Points to the 'Edit Profile' button in the top navigation bar.
- Select Edit Profile to make changes**: Points to the 'Edit Profile' button in the top right navigation menu.
- This box is PUBLIC. Do not fill out additional information**: Points to the profile picture area.
- Name & Profile Picture are PUBLIC**: Points to the profile name and picture area.
- Uncheck both**: Points to the 'Show this tab on your profile' checkboxes for 'Photos' and 'Links'.
- Uncheck**: Points to the 'Show this tab on your profile' checkbox for 'About'.
- DO NOT add links to other online presences, such as a webpage, Facebook, Twitter, or LinkedIn**: Points to the 'Links' section.
- Change to Your Circles**: Points to the 'Your circles' dropdown menu in the 'About' section.
- Change to Only You**: Points to the 'Who can see this?' dropdown menu for the 'Home' and 'Work' phone numbers.
- Change to Your Circles**: Points to the 'Your circles' dropdown menu for the 'Relationship' and 'Gender' fields.
- Uncheck top button**: Points to the 'Show people in your circles' checkbox.
- To share information on this page with specific people, select Custom then choose appropriate Circles**: Points to the 'Who can see this?' dropdown menu for the 'Have you in circles' section.
- Uncheck**: Points to the 'Search visibility' checkbox.



Account Settings & Minimizing Your Activities

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

Google+

Who can interact with you and your posts

- Who can send you notifications? *Learn more* Your circles
- Who can comment on your public posts? *Learn more* Your circles
- Who can start a Messenger conversation with you? Circles

Notification delivery

Email: itsshelen@gmail.com

Phone: Add phone number **Don't Add Phone Number**

via Push notifications Don't notify me

Manage email subscriptions **Uncheck**

Occasional updates about Google+ activity and friend suggestions

- 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

Google +1

+1 on non-Google sites Off Edit **Change to "Off"**

Google+ Pages

Automatically add a Google+ page to my circles if I search for + followed by the page's **Uncheck**

Photos

Show photo geo location information in newly uploaded albums and photos. **Uncheck**

Allow viewers to download my photos **Uncheck**

Find my face in photos and prompt people I know to tag me. *Learn more* **Uncheck**

People whose tags of you are automatically approved to link to your Profile:
+ Add circles or people to share with... **Remove Everyone**

When a tag is approved, it is linked to your profile, and the photo appears in the "Photos of you" section.

Receive notifications **Check as indicated**

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

Connected accounts

You can improve your Google experience by connecting your accounts from other services.

Twitter Yes this is me No Suggested

Add this link to my public Google Profile, too **Uncheck**

Do not add outside accounts

Connecting your accounts

- When you search, you can see relevant content your friends share on the web.
- You make it easier for them to find the stuff you share on the web.
- You can choose which accounts to show on your public Google Profile.

Remember, Google won't share your searches or other private information with third-party services without your consent.

Use my Google contact information to suggest accounts from other sites. **Uncheck**

By default, Google+ uses your Google contact information to link your accounts from other online services, aggregating your online identity in one location. To disable this feature:

- Go to **Account Settings > Connected Accounts**
- Click "No" to Google-suggested 3rd-party accounts
- Disable Google+ access to your contact information
- Do not manually connect other online accounts using Google+

Deleting Your Google+ Profile Information or Account

Account overview

Services

Delete profile and Google+ features Delete profile and remove associated Google+ features

Delete entire Google account Close entire account and delete all services and info associated with it

View, enable, or disable web history Go to web history

Go to Account Settings > Account Overview

- **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
 Wired Kids
 Microsoft Safety & Security
 OnGuard Online

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