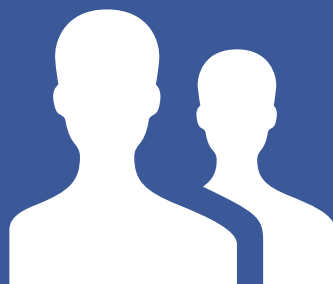


## Facebook-Checklist



- Do you know your friends?
- Who can find what you post on Facebook?
- Be in control of what you share online
- How does your profile appear?
- Do you know how to use Graph Search?
- How to manage 'Hidden from timeline' changes?
- How do you use your Friends lists?
- Do you know how to de-activate your account?

Do the  
Check.



## Do you know your friends?



**Be in control** Use the **NEW Privacy Shortcuts**, embedded in Facebook to manage and modify your privacy, control your profile and what you share with your friends. Use the new Privacy Shortcut (Who can see my stuff? & Who can see my future posts) to control who can see the content you post on Facebook. Better still, consider carefully what you share with people you don't know well.

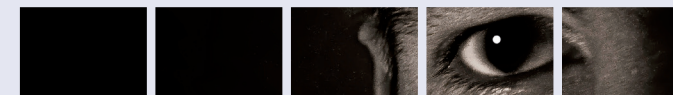
**Know your friends** Only accept friend requests from people you know. If you do accept friends you don't know, bear in mind they might not be who they say they are.

**Report** If something upsets you on Facebook, don't reply, save the evidence and block the person who is harassing you. You can also report the person by doing the following:

1. Go to the profile you want to report
2. Click the icon beneath the cover photo and then select **Report**.

You can track progress of your reports using the **NEW Support Dashboard**, it will also alert you when a decision has been made about your report. For now, the Dashboard only tracks reports of timelines and photos. If content isn't removed, the reporter will be told why. More information on the Support Dashboard: <http://on.fb.me/IRcv7q>.

## Who can find the content you post?



**Consider only letting your "Friends" 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>.

1. Click the cog (Top Right )
2. **Who can see my stuff**
3. **Who can see my future posts**
4. Select **Friends** from the drop down list.

**Ensure you can't be found in a public (Google, etc) search!**

1. Click the cog (Top Right )
  2. **Privacy Settings**
  3. **Who can look me up?**
  4. Do you want other search engines to link to your Timeline?
  5. Click edit & remove tick from the box.
- (Under 18s are automatically removed from search engine results)

**Control your Applications**

1. Click the cog (Top Right )
2. **Account Settings**
3. **Apps**
4. Remove apps you don't need (x).

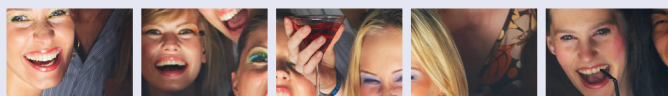
The new App permissions will give you more control on what you share.

**Keep an eye on your timeline**

1. Your timeline lists all your activities
2. You can edit or delete the activities on your timeline
3. Scroll over timeline activity until **Edit** or **Remove** appears on right hand side of activity and click.

The **NEW Activity Log** on your timeline makes it easier for you to review your posts and make changes to the audience of past content. A new feature here is the Request and Removal tool for removing multiple photos you are tagged in.

## Be in control of what you share online



**Don't give away too much about yourself!**

1. Facebook have a real name policy so you are not anonymous
2. Think carefully before you upload an image, who are you sharing it with?
3. If you are accessing Facebook via a smartphone, you might be disclosing your location without realising it
4. The internet never forgets. The content you post online can be copied, saved and manipulated, even though you may have previously deleted it. You can lose control over content once posted online
5. What first impression does your profile give? Would you be happy for your future college, university or employer to see your embarrassing photos?

**Take notice of how your images are used**

1. The sharing of images and videos which may hurt or harm another person is not allowed. When posting or sharing any image, ensure that you ask the person if they agree to their image being uploaded
2. If you don't want your image to be uploaded, ask the person to delete it
3. Use the **Tag Approval** feature, to control content about you posted by others
4. If you feel that you are being bullied on Facebook, you can report it on the site using the Report button. Use the **Social Reporting** feature to get help from a parent, teacher or trusted friend without reporting the bully directly.

## How does your profile appear?



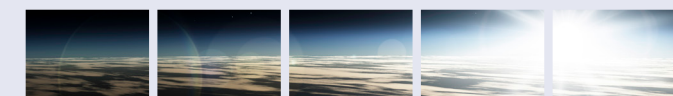
When posting and sharing content online it is important to consider what other people can see about you. On Facebook you can see exactly what your profile looks like to others by using the **View As... tool**.

1. Use the privacy shortcut
2. Select **Who can see my stuff**
3. **What do other people see on my Timeline** and click on **View as...**
4. You'll see what your profile looks like to the public. To preview how your profile appears to a specific person, such as a friend, click **View as specific person** and type their name into the open field and press enter.

**Notes:**

- The **View As...** tool doesn't show whether people can interact on your wall through posts, likes or comments. Your Wall privacy settings will always apply, and anyone who can see a post can like or comment on it.
- The cog icon will soon be moved to the drop-down menu next to the Home link or the Privacy shortcut

## Are you ready for Graph Search?



During 2013 Facebook are rolling out a **new function, Graph Search**, which will have an impact on how you manage your privacy.

**How do I make sure only my friends can see my photos?**

The new **Graph Search** feature will allow people who are **not** your friends to search for photos of you. This will display all photos you are tagged in where privacy has been set to **'public'**, and the control is with the person who posted the photo of you. Changing your privacy setting to **'friends only'** will no longer be enough to protect your privacy completely. Here is what you can do:


1. Keep your **Timeline** private
2. Look for photos of you that others may see if they search
  - Click on the **NEW Privacy Shortcut**
  - Select **Who can see my stuff?** followed by **Use Activity log**
  - On the left menu select **Photos**
  - At the top, in the Shared with options select **Public**. These photos will appear in a Graph Search of your name, to someone who isn't your friend.
  - If you don't want them to be publically searchable, detag (click on photo, select **Options** at bottom, select **Report/Remove** tag).
  - Or you can ask your friend who posted the photo to change the privacy settings to **Friends only**.

## Manage 'Hide from timeline' Changes

Once **Graph Search** rolls out, your Facebook friends will be able to search for photos or posts that you have hidden from your timeline. Up to now, hiding things on your timeline has been a helpful way of keeping embarrassing photos or post from friends. However, with the new **Graph search** feature, friends will be able to search for photos of you and even hidden ones will be displayed.

### What can you do?

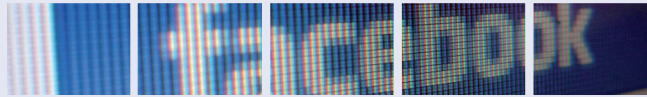
Check the photos you have hidden from your timeline

- Click on the **NEW Privacy Shortcut** 
- Select **Who can see my stuff?** then select **Use Activity log**
- On the left menu select **Photos**
- At the top, in the **All** (Hidden or visible) options, select **Hidden**.
- If you are not happy for people to see these, detag them (click on **Photo**, select **Options at bottom**, select **Report/Remove** tag).
- Photo will still remain on Facebook unless you ask your friend to remove it
- Or when removing the tag, you can select **I want this photo removed from Facebook**, then select **I don't like this photo of me**, choose one of the reasons and you can edit the message it will send to your friend asking them to remove it.

On the positive side, you could also use **Graph Search** to find photos of you that you want to remove. Other things that might show up in **Graph Search** are things that you have liked, places you have been tagged in and your local information.

Find out more from: <https://www.facebook.com/about/graphsearch/privacy>

## How to manage Friends Lists?



Consider the level of information that you want to share with people. For example would you want to share the same information with your best friend and your parents?

**Think about creating 'friends lists' in order to share different information with your chosen audiences.**

### How to Create Friends Lists

1. From your home page, scroll down to the Friends section and select **More**
2. Then select **Create List**
3. Write in the list's name
4. Enter names of friends you want to add to the list in the **Members Section**.
5. Click **Create**

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

### Organise Friends Lists


1. Choose a Friends List
2. Click **Manage List** button (Top right, under Home button)
3. **Edit List** allows you to remove or add friends to the list
4. Click on a friend to remove.
5. Click on top left drop down and select **Friends**. Click on who to add to the list
6. Click **Finish** to add them.

## How do I deactivate my Facebook profile?




### How do I deactivate my Facebook profile?

If you deactivate your Facebook account, your profile 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.

1. Click the cog (Top Right )
2. **Account Settings**
3. **Security** (left hand side of page)
4. **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?

1. Click the cog (Top Right )
2. **Help**
3. Type **How do I permanently delete my account?** and follow the link to **Submit 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.

## Contacts and Help

### Facebook Safety Centre

[www.facebook.com/safety](http://www.facebook.com/safety)

### Latest changes on Facebook blog

<http://bit.ly/U8acSe>

### Report/Remove tags video

<http://youtu.be/CaJYQXiu3PY>

### UK Safer Internet Centre

[www.saferinternet.org.uk](http://www.saferinternet.org.uk)

**Email:** [enquiries@saferinternet.org.uk](mailto:enquiries@saferinternet.org.uk)

**Phone:** 0844 800 2382

### Professionals Online Safety Helpline

**Phone:** 0844 3814 772

### Childnet

[www.childnet.com](http://www.childnet.com)

### Internet Watch Foundation (IWF)

[www.iwf.org.uk](http://www.iwf.org.uk)

### Report abuse or grooming to CEOP

<http://ceop.police.uk>

### Childline

[www.childline.org.uk](http://www.childline.org.uk)

**Phone:** 0800 1111

### Beatbullying

[www.beatbullying.org](http://www.beatbullying.org)



[Saferinternet.at](http://www.saferinternet.at)  
Das Internet sicher nutzen!

This resource was originally created by the Safer Internet Centre Austria ([www.saferinternet.at](http://www.saferinternet.at)) and adapted for the UK with their kind permission.



Co-funded by the European Union

Version: August2013