



## 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, #xsxw).

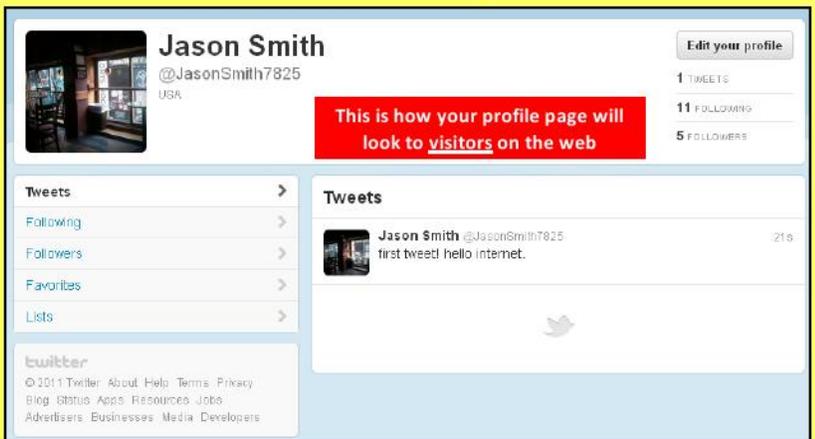
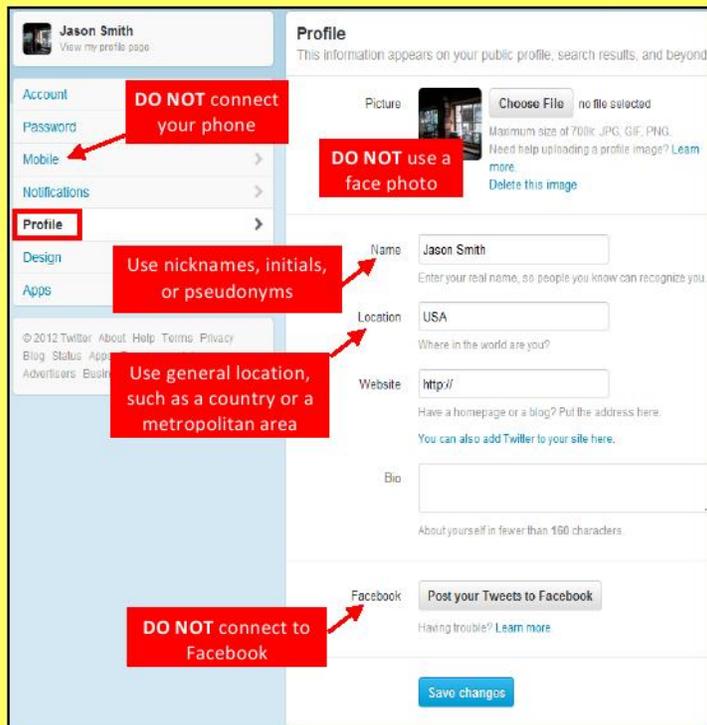


**Mentions (@username)** are used to tag a user in a Twitter update. When a public user mentions a private Twitter account, the link to the private account profile becomes public.



## 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.

**Account**  
Change your basic account, language, Tweet privacy, and location settings.

Username: JasonSmith7825 **Change every ~6 months**  
https://twitter.com/JasonSmith7825

Email: jason.smith7825@yahoo.com  
Email will not be publicly displayed. [Learn more.](#)  
 Let others find me by my email address **Uncheck**

Language: English

Interested in helping translate Twitter? Check out the [Translation Center.](#)

Time zone: (GMT-04:00) Atlantic Time (Ca)

Tweet location:  Add a location to my Tweets **Uncheck**  
When you tweet with a location, Twitter stores that location. You can switch location on/off before each Tweet. [Learn more](#)  
**Delete all location information** **Click to delete all location data associated with your account**  
This will delete all location information associated with your account. It 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**  
If selected, only those you approve can view your future Tweets. Tweets you have previously made public may still be publicly visible. [Learn more.](#) **Protecting your tweets makes all your posts private. Only those who you approve can access your tweets**

Personalization:  Tailor Twitter based on my recent website visits **Uncheck**  
[Preview](#) suggestions tailored for you (not currently available to all users). [Learn more](#) about how this works and your additional privacy controls.

HTTPS only:  Always use HTTPS **Check**  
Use a secure connection where possible.

Country: United States  
Select your country. This setting is saved to this browser.

**Save changes**

**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**. At the bottom of the page, click **"Deactivate 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.

**Notifications**  
Control when and how often Twitter sends emails to you. (You can change your mobile notifications on [your mobile settings page.](#))

**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 cannot be retweeted (RT)**

**Updates**  
Email me with:  Updates about new Twitter products, features, and tips  
 Product or service updates related to my Twitter account  
 A weekly digest of Stories & Tweets from my network

**Save changes**

**Applications**  
These are the apps that can access your Twitter account. [Learn more.](#)

- Photos on iOS** by Apple® [Learn how to revoke an iOS app.](#)  
Whether you're flicking through an album or zooming in to see the smallest detail, you'll be amazed at how sharp, vibrant, and beautiful your photos look. And so will everyone you show them to.  
read and write access  
Approved: Sunday, March 11, 2012 9:57:28 PM
- iOS** by Apple®  
iOS 5 Twitter integration  
read and write access  
Approved: Sunday, March 11, 2012 9:58:33 PM **Revoke access**
- Mobile Web** by Twitter  
Twitter Mobile Web  
read, write, and direct messages access  
Approved: Sunday, March 11, 2012 4:25:32 PM **Revoke access**
- Posterous** by Posterous, Inc.  
Dead simple posting of photos, video, music, files and text of any kind via email. We autopost to Twitter, Facebook, Flickr, and every major blog platform.  
read and write access  
Approved: Tuesday, February 7, 2012 10:40:25 PM **Revoke access**
- Pinterest** by Cold Brew Labs  
A visual bookmarking utility.  
read and write access  
Approved: Monday, January 23, 2012 10:30:42 PM **Revoke access**

**Block unknown or unwanted 3<sup>rd</sup> party 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)

