



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 can be shared publicly or only with circles you select. As of 2012, Google+ now allows pseudonyms.

Account Settings & Minimizing Your Activities

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

Deleting Your Google+ Profile or Google Account

Control what happens to your account when you stop using Google. [Learn more and go to setup](#) **Go to Account > Account Management for settings**

Delete profile and remove related Google+ features.
Close account and delete all services and information associated with it.

Other tools **Review**

[Go to the Dashboard to see all data stored in your account.](#)
[Manage connected accounts.](#)
[Manage your web history.](#)

- **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



Profile Settings

Click the **About** tab and apply the **Profile** settings shown below to ensure that your information is visible to only people of your choosing.

Profile Header:

- 1** Never use a face photo.
- 1** Name & Profile Picture & Cover Photo are always **PUBLIC**

Profile Settings (Left Column):

- 1** People: In your circles, Have you in circles. **Edit** ←
- Work:** Occupation, Skills, Employment. **Edit** ← **Set all fields to Your Circles**
- Places:** **Edit** ← **Do not enter location data**
- Contact Information:** Home, Work. **Edit** ← **Do not enter contact details**
- 4** Apps: **Edit** ←

Profile Settings (Right Column):

- 1** In your circles: Show people in 2 circles. Who can see this? Public, Your circles. **Allow Friends and Family Only.**
- 2** Have you in circles: Show people who have added you to circles.
- 2** Tagline: **Always Public. Do not include personal information in your tagline.**
- 2** Introduction: **Set changeable fields to Your Circles**
- 2** Education: **Set all fields to Your Circles**
- 3** Basic Information: Gender, Looking for, Birthday, Relationship, Other names. **Set all fields to Your Circles**
- 3** Links: **Do not link to other SNS**
- 3** Gender: **Cannot delete from profile**
- 3** Looking for: Friends, Dating, A relationship, Networking.
- 3** Birthday: **Cannot delete from profile**
- 3** Relationship: I don't want to say
- 3** Other names:

Profile Settings (Bottom Right):

- 4** Apps: Show apps card on your Google+ profile. **Uncheck**

Useful Links

A Parent's Guide to Internet Safety
 Privacy Rights Clearinghouse
 Microsoft Safety & Security
 OnGuard Online

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