

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**, 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 LinkedIn Profile

LinkedIn is a professional networking site whose users establish connections with co-workers, customers, business contacts, and potential employees and employers. Users post and share information about current and previous employment, education, military activities,

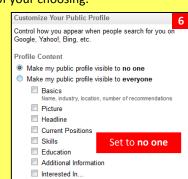


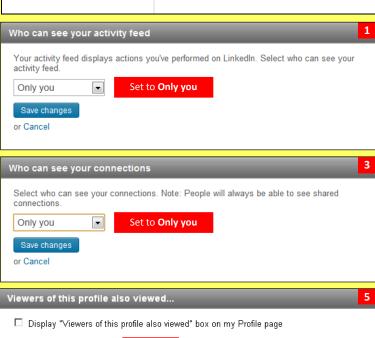
specialties, and interests. To limit exposure of your personal information, you can manage who can view your profile and activities.

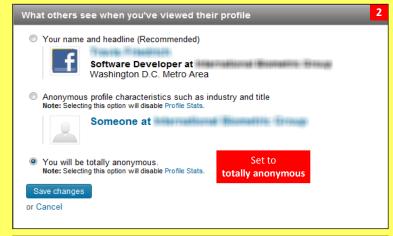
Profile Settings

Apply the Profile settings shown below to ensure that your information is visible only to the people of your choosing.









You can upload a JPG, GIF or PNG file (File size limit is 4 MB).

In addition to users I message, my profile photo is visible to...

Set to

My Connections

Upload a Photo

Choose File No file chosen

Upload Photo or Cancel

My Connections

My Network

Everyone

Current Photo

Edit Photo

Do not use a

photo of your

face for your account

LinkedIn Quick Facts

Save changes or Cancel Uncheck

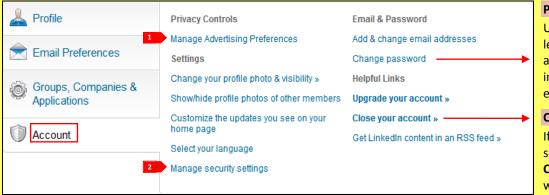
- There are over 200 million LinkedIn users around the world.
 It is widely adopted in the US, India, Canada, and the UK.
- Users tend to share information related to their **careers or jobs** as opposed to photographs from social events.
- LinkedIn profiles tend to be more visible and searchable than other social networks such as Facebook and Twitter.
- Compared to free accounts, Paid LinkedIn accounts have access to more information about other users viewing their profile.
- Approximately 42% of LinkedIn users update their profile information on a regular basis.





Account Settings

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



Passwords

Use a complex password with capital letters and numbers to ensure that attackers cannot access your account information. Change your password every 6 months to maximize security.

Closing Your LinkedIn Account

If you no longer plan to use the LinkedIn service, you can close your account. Click Close your account and confirm that you want to take this action.



Application Settings

Third-party applications and services can access most of your personal information once you grant them permission. Limit your use of applications to ensure that third parties cannot collect, share, or misuse your information. Apply the **Groups** and **Applications** settings shown below to ensure that your information is visible only to people of your choosing.





Avoid using Twitter connect and the LinkedIn smartphone app to prevent accidentally sharing location data or personal information.

LinkedIn retrieves information about users on websites with LinkedIn Plug-In integration and reports comprehensive summaries of its users through the Bing search engine. Prevent sharing your activities on third-party websites with LinkedIn to protect your online identity.



Manage settings for LinkedIn plugins on third-party sites If you're signed in to LinkedIn when you view any page that uses our professional plugins, we receive information that you've visited that page. This allows us to improve your LinkedIn experience and provide you with insights from your professional network, like how many of your connections have shared an article into LinkedIn using the Share on LinkedIn plugin. Yes, allow LinkedIn to receive information about my visits to pages that use LinkedIn plugins. Uncheck the box. Do not share with third parties.

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
https://www.privacyrights.org/privacy-basics
www.microsoft.com/security/online-privacy/social-networking.aspx
www.onguardonline.gov/topics/social-networking-sites.aspx

