



**2018**

Safe on Social Guide to

**Facebook**



[safeonsocial.com](http://safeonsocial.com)



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# Your Guide to being Safe on Social

## Facebook

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### About Facebook

Facebook was initially developed by Mark Zuckerberg while attending Harvard University.

After creating in 2003 a site called facemash where he compared photographs of people to determine their attractiveness, he came to a realization that the university students, despite protesting the use of their photographs, actually enjoyed using the internet and looking at pictures of their friends.

In January 2004, he registered the website thefacebook.com, and on February 4th 2004 launched The Facebook which was only opened to Harvard university students. In June 2004, he received his first private investment from Peter Thiel, co-founder of PayPal.

And the newly incorporated name was Facebook.com.

The site added over a million users in a six-month period when it was expanded to students at other Ivy League universities, and on September 26th 2006, it became open to anyone over 13 years of age with a valid email address.

To emphasize the reach of Facebook listed below are some statistics recorded as of February 2017.

- Facebook has 1.94 billion users
- 1.28 billion users check in daily
- A smart phone user will check in an average of 14 times daily
- There are 83 million fake profiles on Facebook
- 30 million dead people still have Facebook sites.
- The Facebook servers hold over 330 petabytes of data about its users
- Every day Facebook experiences roughly 60,000 hacking attempts on its servers
- Each day 160,000 accounts are hacked into
- Facebook's user base grows by eight people per second, or 7,246 people every 15 minutes
- Over 300 million photographs are uploaded per day

Registered users create customized profiles with information, photographs and videos of themselves. It is possible to view other people's profiles, make comments, play games, post articles and interact and connect with different groups of people.

## Advantages and Disadvantages of Facebook Use

Some of the major **advantages** of Facebook are:

- Networking – you can use Facebook to connect with your family, friends, work colleagues, school friends, and meet new and like-minded people.
- Building your brand – whether personal or for a business or organization, musician or artist, what you put on Facebook creates the image of your brand.
- Photo and video hosting – Facebook is a great place to store all your holiday snaps and videos (providing you know how to set your privacy settings securely), and share them with Friends.
- As a source of news and information – the size, and reach of Facebook, and the fact that it is real-time makes it a powerful reporting tool, and source of information

Some of the major **disadvantages** of Facebook are:

- Privacy - due to lack of understanding of Facebook's ever-changing privacy functions, many people post things to their Facebook pages thinking that only their Friends can see them, when they are in fact viewable by more than just their Friends. Posting personal information online on sites like Facebook can have detrimental and far-reaching effects.
- Time consumption – because Facebook is fun and interesting, people are spending more and more time using it, and less time doing other things like real life socializing and activities. It is also having a vast effect on productivity in the workplace.

## Safety Check

Facebook has installed a tool that is only activated in a time of disaster or in the event of a terrorist attack. It is used to notify and connect with friends and loved ones during this event.

To date Facebook has activated this feature 600 times, and it has been utilized by over 1 billion people. It is an excellent service for large scale disasters like earthquakes, or cyclones.

In addition to illustrating the wellbeing on those on your friends list, these other features are available:

- There is a Community Help section that will be available in crisis – locating for users where they may receive aid and the like.
- Personal notes may be added through Safety check to appear on a Facebook profile page
- Information about the crisis is included with a feed directly from the Global Crisis reporting agency
- Fundraisers will be able to be run through the Safety check feature

### Some negatives:

- The assumption can be made, that if a friend hasn't checked in to Facebook and marked themselves as being safe, that something may have happened to them, and this can cause unnecessary concern.
- The scale of the events is not marked well on the maps Facebook uses. For smaller disastrous events, large swathes of the map have been illustrated as areas effected when this is not the case.
- In 2016 when users located in Bangkok were asked to mark if they were safe or not, after footage was linked about an explosion that had taken place. This explosion had actually taken place a year previously - and unfortunately Facebooks intervention was incorrect. This lead to considerable angst and fear from relatives of those in the marked area - unnecessarily.

### For more information

[www.facebook.com/help/695378390556779](http://www.facebook.com/help/695378390556779)



## Problems and Preventions

### Legacy Contact Details

It is now much easier to deal with a Facebook account once the owner of the profile has passed away.

This had been a concern for a number of years, causing considerable angst when relatives were unable to access or close down a deceased loved one's account. It is called Legacy Contact.

An account holder will be able to select someone from their friends list to essentially, act on your account.

The person selected will be able to interact with the account – writing posts at the top of the timeline, change profile details etc.

Their posts will not appear as though they were from the page owner, and they cannot alter previous posts.

This person must agree to the responsibility, and you can choose whether to allow them the option of downloading your images, posts, and photographs. Private messages will not be able to be downloaded.

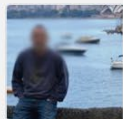
The screenshot shows the Facebook 'General Account Settings' page. On the left is a navigation menu with categories: General, Security and Login, Privacy, Timeline and Tagging, Blocking, Language, Notifications, Mobile, Public Posts, Apps, Ads, Payments, Support Inbox, and Videos. The main content area is titled 'General Account Settings' and contains a notification: 'We reorganized a few things. Password is now under Security and Login.' Below this are several settings rows, each with an 'Edit' link: Name (Jane Doe), Username (http://www.facebook.com/jane.doe.3), Contact (Primary: jdoe@bigpond.com), Ad account contact (janedoe@bigpond.com · Change), Networks (No networks), Temperature (Celsius), and Manage Account (Modify your Legacy Contact settings or deactivate your account). At the bottom, there is a link to 'Download a copy of your Facebook data.' The 'Manage Account' link is circled in red, and a hand cursor is pointing to it.

Setting	Value	Action
Name	Jane Doe	Edit
Username	http://www.facebook.com/jane.doe.3	Edit
Contact	Primary: jdoe@bigpond.com	Edit
Ad account contact	janedoe@bigpond.com · Change	
Networks	No networks.	Edit
Temperature	Celsius	Edit
Manage Account	Modify your Legacy Contact settings or deactivate your account.	Edit

## Manage Account

### Your Legacy Contact

A legacy contact is someone you choose to manage your account after you pass away. They'll be able to do things like pin a post on your Timeline, respond to new friend requests and update your profile picture. They won't post as you or see your messages. [Learn more.](#)



**John Doe**  
Remove

---

### Data Archive Permission

- Allow my legacy contact to download a copy of what I've shared on Facebook. This may include posts, photos, videos and info from the About section of my profile. Messages won't be included. [Learn more.](#)

---

If you don't want a Facebook account after you pass away, you can request to have your account permanently deleted instead of choosing a legacy contact.

[Request account deletion.](#)

---

### Deactivate your account

Deactivating your account will disable your profile and remove your name and photo from most things you've shared on Facebook. Some information may still be visible to others, such as your name in their friends list and messages you sent. [Learn more.](#)

[Deactivate your account.](#)

---

Close

[Download a copy of your Facebook data.](#)

NB-

Being named in a will, as a digital heir, will also mean the individual is considered a legacy contact by Facebook – though it is obviously easier to use the legacy contact option.



## Identity theft

The con artist who was the inspiration behind the movie Catch Me if You can, Frank Abagnale has said "Never put your date of birth, and where you were born (on personal profiles) or you are saying – come and steal my identify"

**Avoiding stating your specific age, avoid using passport style photographs on your page, and keep your privacy settings as tight as possible.**

## False profiles

One of the most common forms of identity theft that happens on an almost daily basis on Facebook is this duplicate account scam.

If your accounts friends list is not set to private, photos are stolen from your profile and set up in an account that looks exactly like yours. Your friends list is copied, with the hacker taking particular notice of your friends that also don't have their friends list set to private. You are blocked from this profile and the account starts sending friend requests to all of your friends that have unsecured friends lists.

When your friends accept this fake friend request it can do nothing for months but sooner or later a message will be sent saying that they are stuck somewhere and urgently need money, or something to that effect.

Facebook has put the security for this in a completely different area to the rest of your security settings.

*So here is how to stop it.*

- Go to the little pen or down arrow icon immediately above where all the little thumbnail photos of your friends list is.
- Click on the icon and go to edit privacy
- Change this to "only me" that way only you can see who you are friends with and it makes you worthless to a scammer.
- While there change who can follow you to only me as well.
- And report the false profile.

### Report an Impostor Account

If you don't have a Facebook account and need to report someone who is pretending to be you, please fill out this form.

Which of the following best describes your situation?

Someone is using my email address on their account

Someone created an account for my business or organization

Someone created an account pretending to be me or a friend

## **Harming your professional reputation and future job prospects**

Companies regularly check search engines to find out information on applicants. It's estimated that up 90 % of executive recruiters use online research to screen potential candidates, and only 27% give these candidates the opportunity to discuss the online search results.

It is just as important for a job candidate to think about their online persona, as well as their interview outfit. Your social media presence is now part of your resume.

You are able to screen your online presence.

Here's how:

1. Check your online identity. Run various searches for your name on major search engines and social media sites.
2. Put your best foot forward. Show the positive things you do like sport or charity work.
3. Limit negative content. For example, showing your support online for a distasteful political group is something you should think carefully about.
4. Use a different spelling of your name, or determine a way to differentiate yourself

There is a line between work and your private life. There are personal and professional risks to using Facebook.

### **Damage to mental health**

Too much time spent on Facebook can affect mental health and wellbeing in the following ways:

- It can make you feel like your life isn't as cool as everyone else's.
- It can lead you to envy your friends' successes.
- It can lead to a sense of false reality, where your world view is distorted.
- It can keep you in touch with people you'd really rather forget.
- It can make you jealous of your current partner.
- It can become addictive.

Limiting the amount of time spent on social media is vital.

## **Exposure to age inappropriate content**

Facebook has age restrictions. Many other applications do not, or if they do, use an over 13+ the linking option within the app that can lead to involuntary exposure to inappropriate content. Research the apps your child is using.

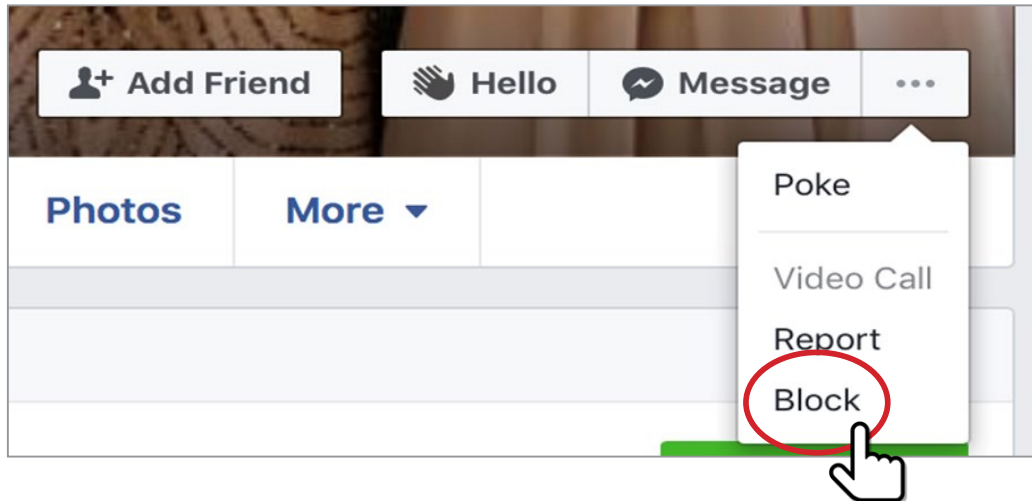
Even with the age restriction requirement, it is very easy to lie about personal information. Nudity, hate speech, violent news video clips and bad language Facebook are very difficult to moderate.

## Blocking on Facebook

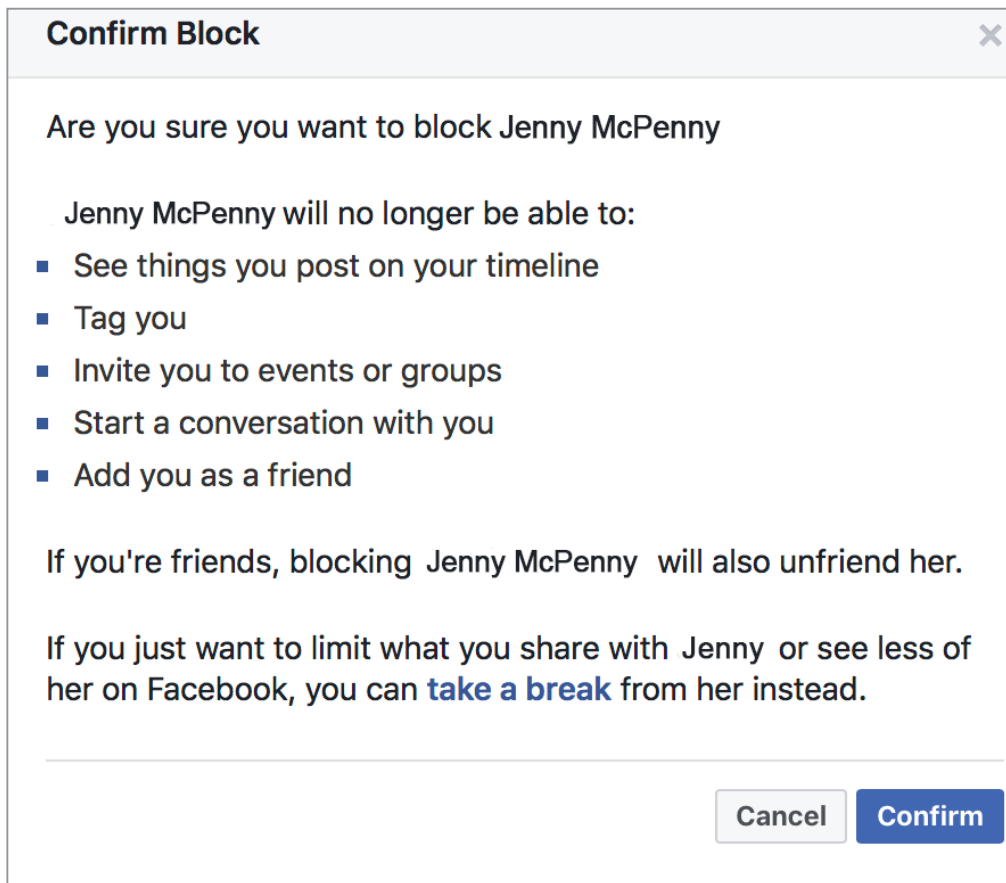
Users can both, unfriend and block people on Facebook. This can shut out persistent bullies and stop them viewing a private account.

The basic method:

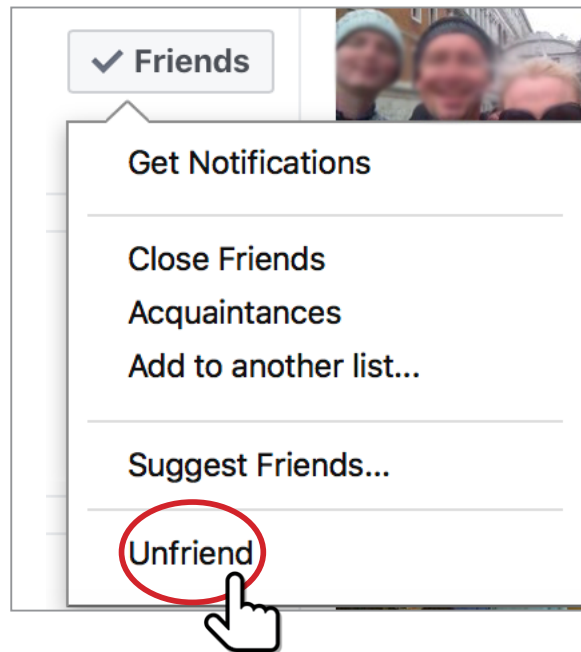
- To block someone: select "report/block this person" from the dropdown menu on their profile.



By clicking on the Block feature, a window will appear asking you to confirm your decision and defining what effect that action will have.



- To unfriend someone: go to your friends list, and bring up the menu below. You can unfriend someone from here.



## Passwords

Keep strong passwords, containing both upper and lowercase letters and change these regularly. Always use different passwords for your social media accounts.

A screenshot of the Facebook account settings page. The page is titled 'General Account Settings' and displays various account information and settings. The left sidebar contains a list of settings categories: General, Security, Privacy, Timeline and Tagging, Blocking, Notifications, Mobile, Followers, Apps, Adverts, Payments, Support Dashboard, and Videos. The main content area shows the following settings:

Setting	Value	Action
Name	Kirra Pendergast	Edit
Username	http://www.facebook.com/kirrilypendergast	Edit
Email	Primary: kirra@commongroundaustralia.com	Edit
Password	Updated 2 seconds ago.	Edit
Networks	No networks.	Edit
Language	English (UK)	Edit
Temperature	Celsius	Edit

Download a copy of your Facebook data.

## Facebook Security Features

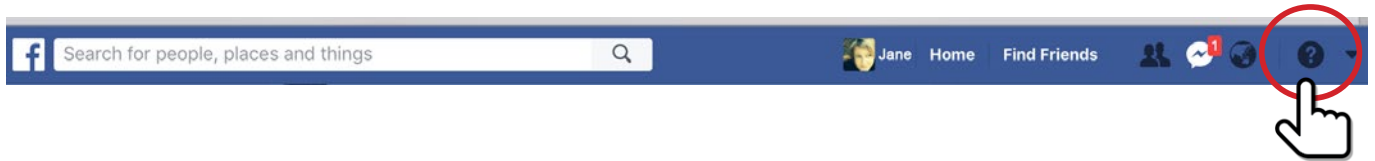
It is worth your time to spend half an hour familiarizing yourself with Facebook's settings.

Included below are two sections to look through. Basics is the simpler version of controls, use this if you don't immediately have the time to go through the lengthier options.

Advanced is a more detailed look at the full spectrum of security settings Facebook has made available.

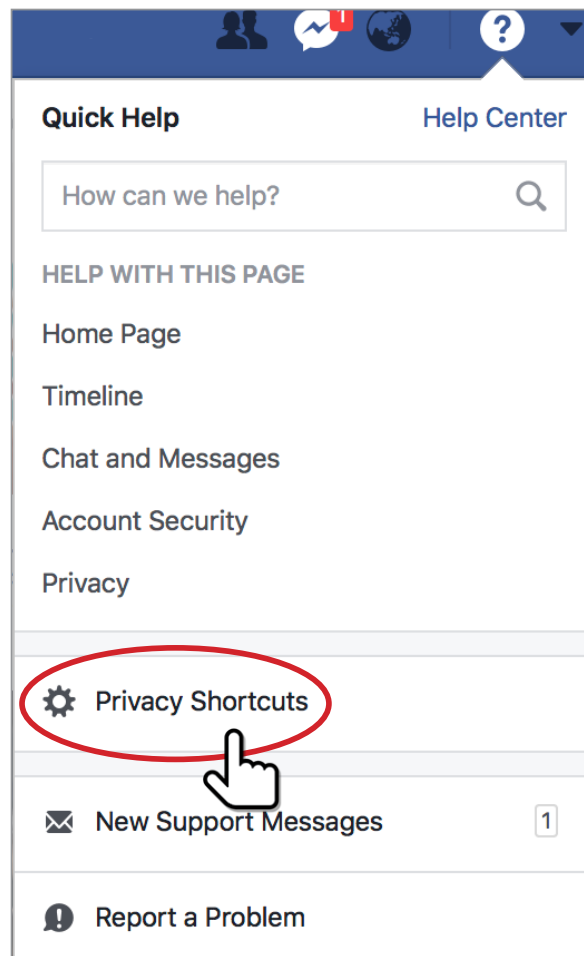
### Basics

This is the beginner's guide to Facebook privacy, that will take you directly to the most essential controls.



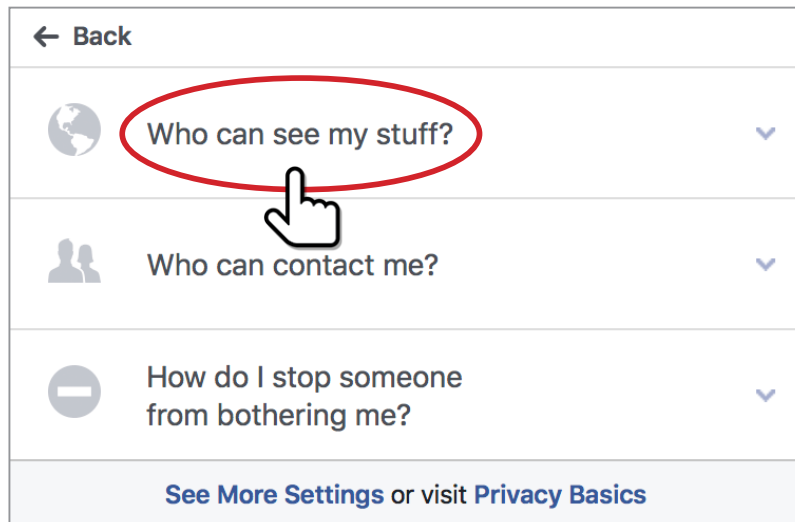
The question mark in the top right corner will bring up a drop-down menu.

There are options to assist in using a Facebook account to navigate through but most importantly contains vital Security and Privacy information.

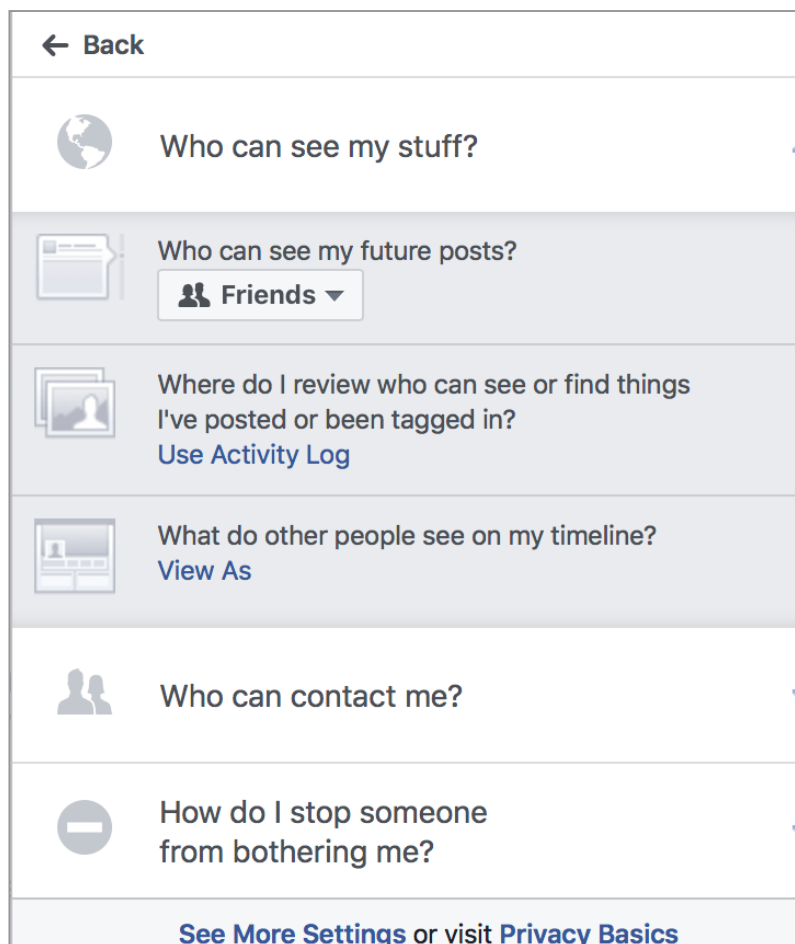


Choose the Privacy shortcuts option.

These are the choices given -



Who can see my stuff will take you to -



The future post option allows you to choose between

Friends – private account to a limited audience you control (recommended)

Friends of Friends – semi- private account, but no control over who your friends, friends are

Everyone- public account with your information viewable for anyone

The Activity log option leads you to a section where all your recent comments, likes and photos - essentially all your interactions on Facebook.

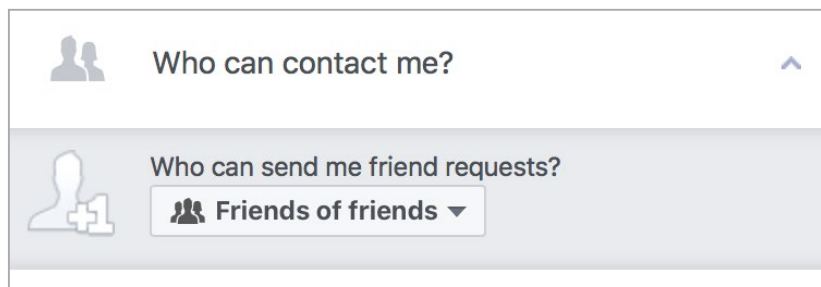
It gives you the ability to edit these in one place. In the top right of each post there are two icons:



- The two heads will show you who can view that particular post- your friends, another's etc
- The pencil is the Edit feature and allows you to remove your interaction with that particular post

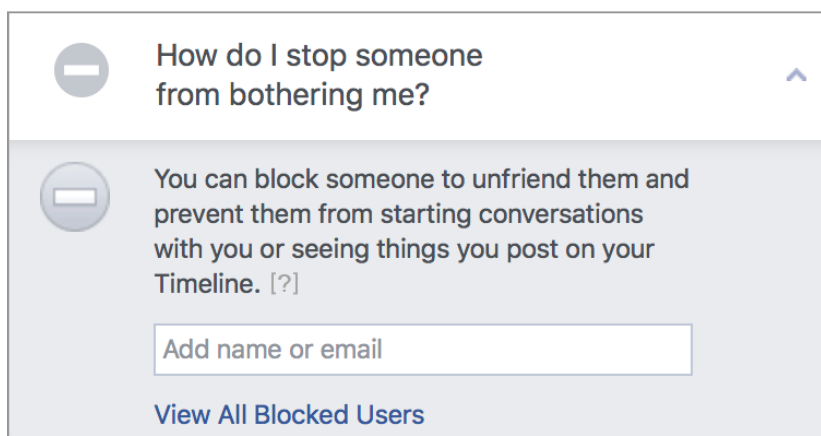
Lastly, the View as option shows you your Facebook profile as it appears. This illustrates effectively what effect your privacy features, or lack of them will show to the world.

## Who can contact me



Limits your receipt of random friend requests.

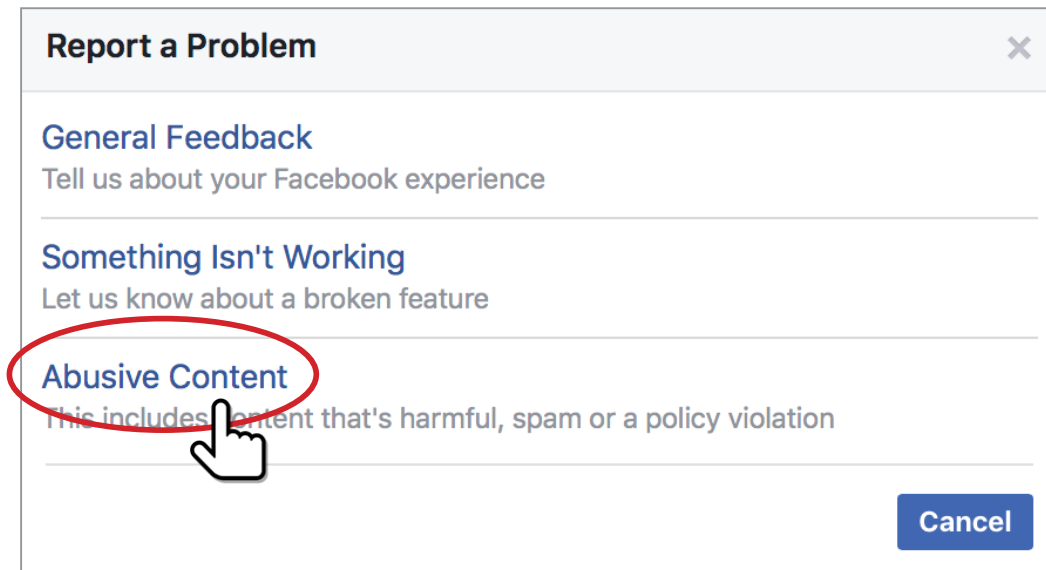
There are two choices of Friends of Friends and Everyone.



This is the quickest way to eliminate bullies, stalkers and like from seeing your account, and stopping them interacting with you.

## Report a problem

This is the quick contact link to Facebook for reporting problems including abusive behaviours online.



**Report a Problem** ✕

**General Feedback**  
Tell us about your Facebook experience

**Something Isn't Working**  
Let us know about a broken feature

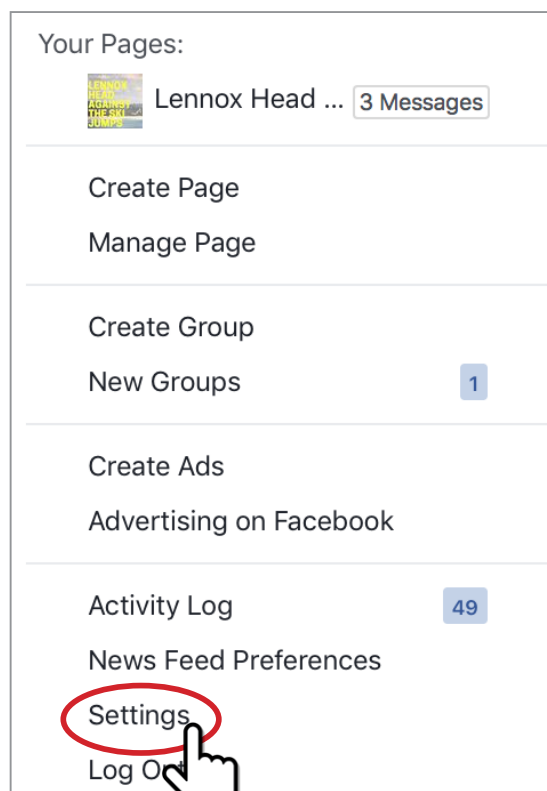
**Abusive Content**  
This includes content that's harmful, spam or a policy violation

**Cancel**


Clicking the Abusive Content button will link to the Facebook help Centre where you are able to follow the choices to make your report.

## Advanced

Start with the downward arrow at the top right of your Facebook page. This will bring up the drop-down menu. Click the settings option.



Your Pages:

 Lennox Head ... 3 Messages

Create Page

Manage Page

Create Group

New Groups 1

Create Ads

Advertising on Facebook

Activity Log 49

News Feed Preferences

**Settings**

Log Out

The options on the left allow you to work through and lock down your account in a variety of ways.



Search for people, places and things

Home Find Friends

**General Account Settings**

We reorganized a few things. Password is now under **Security and Login**.

<b>Name</b>	Jane Doe
<b>Username</b>	http://www.facebook.com/jane.doe.3
<b>Contact</b>	Primary: jdoe@bigpond.com
<b>Ad account contact</b>	janedoe@bigpond.com
<b>Networks</b>	No networks.
<b>Temperature</b>	Celsius
<b>Manage Account</b>	Modify your Legacy Contact settings or deactivate your account.

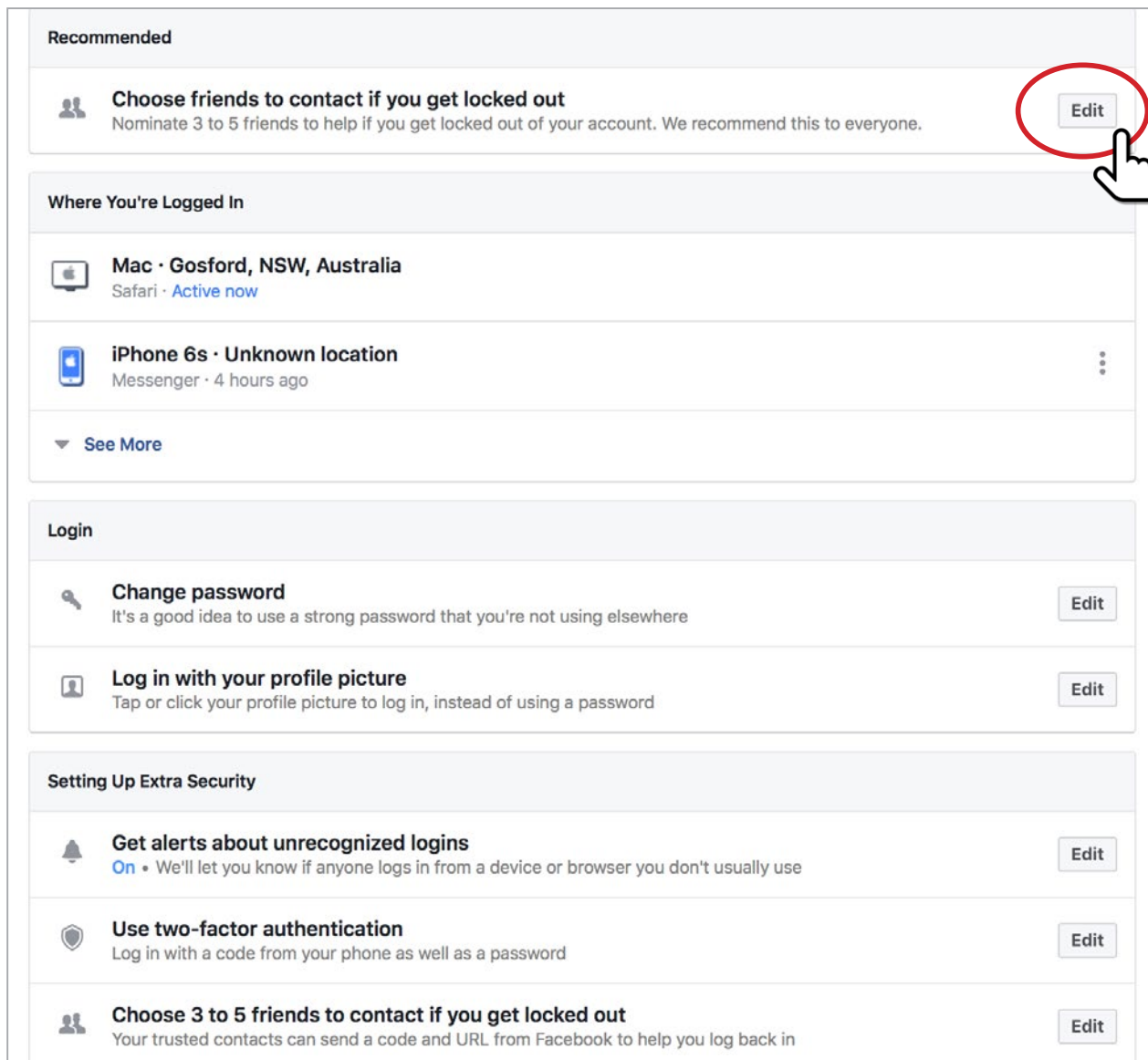
[Download a copy of your Facebook data.](#)

Each of the selections on the left has features that will control your account and the information you post. All actions taken on Facebook have privacy and security concerns and familiarizing yourself with these and the solutions will make your Facebook experience a safe and secure one.

Spending time going through the controls with the family, and explaining the reasons why these are necessary is a pro-active way to have a discussion about internet safety and security.



## Security and Login



**Recommended**

**Choose friends to contact if you get locked out**  
Nominate 3 to 5 friends to help if you get locked out of your account. We recommend this to everyone. [Edit](#)

**Where You're Logged In**

**Mac · Gosford, NSW, Australia**  
Safari · [Active now](#)

**iPhone 6s · Unknown location**  
Messenger · 4 hours ago

[See More](#)

**Login**

**Change password**  
It's a good idea to use a strong password that you're not using elsewhere [Edit](#)

**Log in with your profile picture**  
Tap or click your profile picture to log in, instead of using a password [Edit](#)

**Setting Up Extra Security**

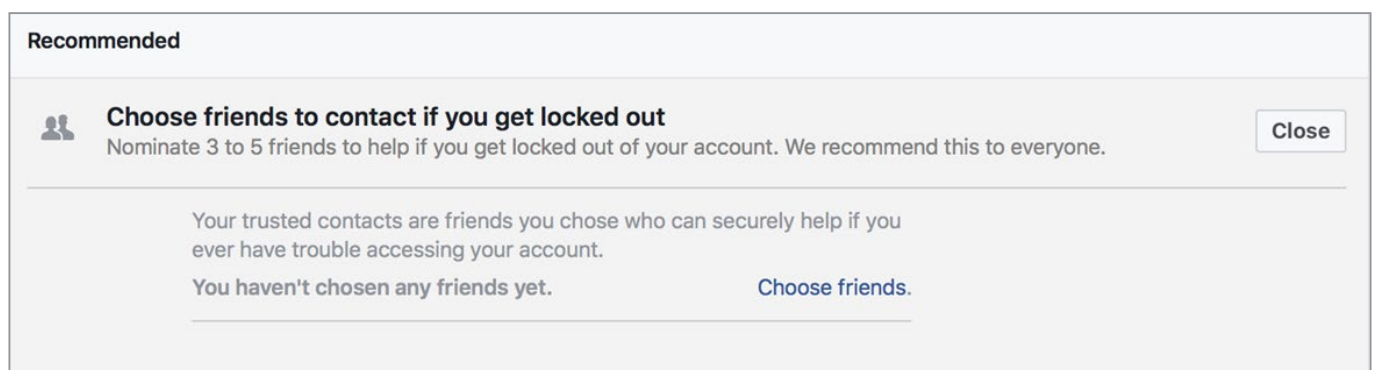
**Get alerts about unrecognized logins**  
[On](#) · We'll let you know if anyone logs in from a device or browser you don't usually use [Edit](#)

**Use two-factor authentication**  
Log in with a code from your phone as well as a password [Edit](#)

**Choose 3 to 5 friends to contact if you get locked out**  
Your trusted contacts can send a code and URL from Facebook to help you log back in [Edit](#)

This section contains several options that allows you to provide extra security for your account.

- There is a choice to select a number of trusted friends, should you become locked out of your account.



**Recommended**

**Choose friends to contact if you get locked out**  
Nominate 3 to 5 friends to help if you get locked out of your account. We recommend this to everyone. [Close](#)

Your trusted contacts are friends you chose who can securely help if you ever have trouble accessing your account.

You haven't chosen any friends yet. [Choose friends.](#)

- The “where you're logged-in” function provides you with a list of the locations where your more recent logins have taken place. Should you have a concern that another person has been using your account, this is a useful tool to help.
- **Changing your password.** Your password for Facebook should be unique, strong and different to your other social media accounts. It is an excellent habit to regularly change your passwords.

The screenshot shows a 'Login' dialog box with a 'Change password' section. It includes a key icon, a title 'Change password', and a subtitle 'It's a good idea to use a strong password that you're not using elsewhere'. There are three input fields: 'Current' (with a yellow background and masked dots), 'New', and 'Re-type new'. A 'Forgot your password?' link is below the fields, and a blue 'Save Changes' button is at the bottom. A 'Close' button is in the top right corner.

- **Login with your profile picture.** This function is more for ease of use, than it is a valid security feature. It is meant to assist when account is either uninstalled or logged out of, and make it easy to return. Facebook needs to be given permission for it to work. Once enabled, you can log-in to Facebook by tapping on your profile photo. There is an extra requirement that can be added at this stage, to add a four-digit passcode to this method of login-in. To secure this feature, the passcode is a good idea.

The screenshot shows a 'Log in with your profile picture' dialog box. It features a person icon, a title 'Log in with your profile picture', and a subtitle 'Tap or click your profile picture to log in, instead of using a password'. Below this is a message: 'Next time you login on this browser, just click your profile picture instead of typing a password.' An illustration of a computer monitor displays the Facebook login page with a profile picture. At the bottom, there are two sections: 'Remember password' with the text 'Just click your profile picture to log in' and 'Turn off profile picture login' with the text 'Use email or phone number to log in'. A 'Close' button is in the top right corner.


It's simple to turn off if you have enabled it; by using the lowest button in the screen shot above, and following the prompts.

- Setting up extra security. The sections here are essential to really secure your Facebook account.

## Alerts from unrecognized logins.

While this can often be the account holder logging in from a different device, this is not always the case. Using this system to receive notifications when an account is accessed from a new device, will warn you of activity on your account, independent of your own use. Once a new device is authorized the notification will not appear again.

### Setting Up Extra Security

 **Get alerts about unrecognized logins** Close

**On** • We'll let you know if anyone logs in from a device or browser you don't usually use

---

Get an alert when anyone logs into your account from an unrecognized device or browser.

**f Notifications**

Get notifications  
 Don't get notifications

---

**✉ Email**

Email login alerts to [jdoe@bigpbond.com](mailto:jdoe@bigpbond.com)  
 Don't get email alerts

---

[Add another email or mobile number](#)

[Save Changes](#)



## Two factor identification system

This is step two, after a secure password on your account.

If Facebook doesn't recognize the computer or device an account is logged in from, or tries to access an account from a strange device a special security code or confirmation will be asked for in the shape of an alert.

There are multiple options to choose from. You may;

Receive a text message

Receive a security code from the Code Generator

Tap your security code on another device

Approve the login from a recognized device

Use a printed recovery code

Use security codes from a third-party app.


### Use two-factor authentication

Log in with a code from your phone as well as a password Close


---

Two-factor authentication is off. Set Up  
Add an extra layer of security to prevent other people from logging into your account. [Learn More](#)


---

 **Text Message (SMS)** · [Add Phone](#)  
Use your phone as an extra layer of security to keep other people from logging into your account.  
  
0418 675 309 Enabled · [Disable](#)


---

 **Security Keys** · [Add Key](#)  
Use a Universal 2nd Factor (U2F) security key to log in through USB or NFC.


---

 **Code Generator** · [Disable](#)  
You can use Code Generator in your Facebook mobile app to reset your password or to generate login codes. Set up a [third party app](#) to generate codes.


---

 **Recovery Codes** · [Get Codes](#)  
Use these codes for when you don't have your phone with you, like when you're traveling.

---

 **App Passwords** · [Generate](#)  
Get a unique, one-time password for apps that don't support two-factor authentication (example: Xbox, Spotify) [Learn more](#)

---

 **Authorized Logins** · [Edit](#)  
Review a list of devices where you won't have to use a login code

---

## Encrypted email notifications

One of the more complex settings available, this has a use for sensitive accounts and content. This hides emails from servers that scan user inboxes fraud targeting and marketing purposes.

Where this feature becomes very useful is in conjunction with Facebook Tor site. Combined together these systems hides the account holder's identity completely, maintaining anonymity.

**Advanced**

---

**Encrypted notification emails**  
Add extra security to notification emails from Facebook (only you can decrypt these emails)

Close

---

**Your OpenPGP Public Key**

Enter your OpenPGP Public Key here:

Enter a PGP public key

Use this public key to encrypt notification emails that Facebook sends you? [?]

If you wish to share your public key, you can change who can see it in your profile's [Contact and Basic Info about page](#).

You can download Facebook's public key [here](#).

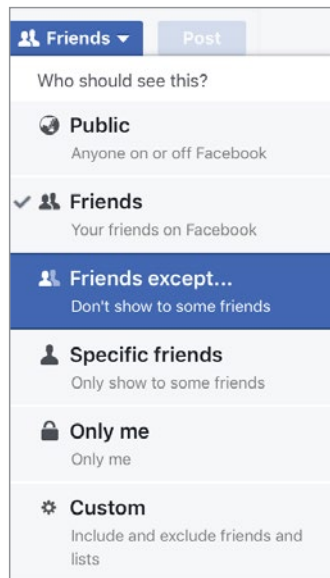
Save Changes

## Privacy features

<ul style="list-style-type: none"> <li> General</li> <li> Security and Login</li> <li style="background-color: #e6e6fa;"> <b>Privacy</b></li> <li> Timeline and Tagging</li> <li> Blocking</li> <li> Language</li> </ul> <hr/> <ul style="list-style-type: none"> <li> Notifications</li> <li> Mobile</li> <li> Public Posts</li> </ul> <hr/> <ul style="list-style-type: none"> <li> Apps</li> <li> Ads</li> <li> Payments</li> <li> Support Inbox</li> <li> Videos</li> </ul>	<h3 style="margin: 0;">Privacy Settings and Tools</h3> <hr/> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;"><b>Who can see my stuff?</b></td> <td style="width: 40%;">Who can see your future posts?</td> <td style="width: 30%; text-align: right;">Friends</td> </tr> <tr> <td></td> <td>Who can see your friends list? <small>Remember, your friends control who can see their friendships on their own Timelines. If people can see your friendship on another Timeline, they'll be able to see it in News Feed, search and other places on Facebook. If you set this to Only me, only you will be able to see your full friends list on your Timeline. Other people will see only mutual friends.</small></td> <td style="text-align: right;">Only me</td> </tr> <tr> <td></td> <td>Limit the audience for posts you've shared with friends of friends or Public?</td> <td></td> </tr> <tr> <td><b>Who can contact me?</b></td> <td>Who can send you friend requests?</td> <td style="text-align: right;">Friends of friends</td> </tr> <tr> <td rowspan="2"><b>Who can look me up?</b></td> <td>Who can look you up using the email address you provided?</td> <td style="text-align: right;">Friends</td> </tr> <tr> <td>Who can look you up using the phone number you provided?</td> <td style="text-align: right;">Friends</td> </tr> <tr> <td></td> <td>Do you want search engines outside of Facebook to link to your profile?</td> <td style="text-align: right;">No</td> </tr> </table>	<b>Who can see my stuff?</b>	Who can see your future posts?	Friends		Who can see your friends list? <small>Remember, your friends control who can see their friendships on their own Timelines. If people can see your friendship on another Timeline, they'll be able to see it in News Feed, search and other places on Facebook. If you set this to Only me, only you will be able to see your full friends list on your Timeline. Other people will see only mutual friends.</small>	Only me		Limit the audience for posts you've shared with friends of friends or Public?		<b>Who can contact me?</b>	Who can send you friend requests?	Friends of friends	<b>Who can look me up?</b>	Who can look you up using the email address you provided?	Friends	Who can look you up using the phone number you provided?	Friends		Do you want search engines outside of Facebook to link to your profile?	No
<b>Who can see my stuff?</b>	Who can see your future posts?	Friends																			
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<b>Who can look me up?</b>	Who can look you up using the email address you provided?	Friends																			
	Who can look you up using the phone number you provided?	Friends																			
	Do you want search engines outside of Facebook to link to your profile?	No																			

Here you may add further controls to those already set up on the privacy shortcuts.

- You can control who sees your future posts, choosing from the drop down-menu from



- Limit viewing of your friend list to friends, friends of friends, everyone or only you.
- Limit last posts, allows to you to re-gig your privacy settings retrospectively

## Limit last posts

To keep strangers from poring through every single detail of your Facebook history, you'll want to turn any post that's either Public or visible to Friends of Friends into a strictly Friends only post. To effect that change, click on the Privacy Shortcuts icon in the top right to bring down the following menu.


At the beginning of 2013 Facebook made old posts searchable. Facebook Graph Search allows searches every last check-in, status update, note, and comment you've ever posted throughout your entire Facebook career.

The main concern with Facebook's new search is that each of your hundreds of past posts, now requires its own, unique privacy setting. Instead, Facebook lets you change your entire past en masse.....sort of.

### Privacy Settings and Tools

Who can see my stuff?	Who can see your future posts?	Friends	Edit
	Who can see your friends list? Remember, your friends control who can see their friendships on their own Timelines. If people can see your friendship on another Timeline, they'll be able to see it in News Feed, search and other places on Facebook. If you set this to Only me, only you will be able to see your full friends list on your Timeline. Other people will see only mutual friends.	Only me	Edit

#### Limit The Audience for Old Posts on Your Timeline

 If you use this tool, content on your Timeline you've shared with friends of friends or Public will change to Friends. Remember: people who are tagged and their friends may see those posts as well.

You also have the option to individually change the audience of your posts. Just go to the post you want to change and choose a different audience.

[Learn about changing old posts](#)

[Limit Old Posts](#)

- Determine who may send you friend requests from usual choices of the public, friends or friends, or just friends

### **And determine who can search for you.**

- Who can look me up will curtail access to the e-mail address and phone number you provided to Facebook when you first installed an account. Again, the settings offer you the choice of Friends.

Friends of Friends  
Everyone

It is recommended these choices be set to friends only.

- If you want to prevent your Facebook profile appearing in Google search for your name, choose the no option when asked if you wish for search engines outside Facebook.

### **Blocking**

This section has expanded rapidly. You can have extensive control with the kinds of posts, messages, users, invitations, pages and apps that contact you.

Features include:

- Restricted list. If you place one of your friends on the restricted list, they will never know or see any of your posts you choose to show to only your friends. They will be able to view those set to everyone and to friends of friends, but for more casual acquaintances your more private memories and interactions can be limited.
- Block Users. Completely shut down a stalker, a bully or generally unpleasant person. With the exception of games you may both play on Facebook they are unable to see you and your activity.
- Block messages. This effects the messenger app as well, and stops a bully or stalker being able to comment or message you.
- Block app invites. No more Farmville, or Candy Crush notifications with this turned on. It's essentially a friend spam blocker. Once turned on , it will block all further invitations from that particular friend.
- Block event invites. For the friend who is constantly having parties, events etc. and inviting all and sundry. Once turned on, all event invitations from the friend will be blocked.
- Block apps. This is a handy on to limit the private information apps can access about you through Facebook. Turned on both blocks the app from contacting you, and the information they can gather about you.
- Block pages. Blocking a page from contacting and commenting on your posts. This functions will also unfollow and unlike the page in question.



## Manage Blocking

### Restricted List

When you add a friend to your Restricted List, they won't see posts on Facebook that you share only to Friends. They may still see things you share to Public or on a mutual friend's Timeline, and posts they're tagged in. Facebook doesn't notify your friends when you add them to your Restricted List. [Learn more.](#)

[Edit List](#)

### Block users

Once you block someone, that person can no longer see things you post on your timeline, tag you, invite you to events or groups, start a conversation with you, or add you as a friend. Note: Does not include apps, games or groups you both participate in.

Block users

Block

- Luke Stephen Richardson [Unblock](#)

### Block messages

If you block messages and video calls from someone here, they won't be able to contact you in the Messenger app either. Unless you block someone's profile, they may be able to post on your Timeline, tag you, and comment on your posts or comments. [Learn more.](#)

Block messages from

- Byron Bay Secrets [Unblock](#)

### Block app invites

Once you block app invites from someone, you'll automatically ignore future app requests from that friend. To block invites from a specific friend, click the "Ignore All Invites From This Friend" link under your latest request.

Block invites from

### Block event invites

Once you block event invites from someone, you'll automatically ignore future event requests from that friend.

Block invites from

- Graeme Chapple [Unblock](#)
- Justin Stewart [Unblock](#)

### Block apps

Once you block an app, it can no longer contact you or get non-public information about you through Facebook. [Learn more.](#)

Block apps

- 21 questions [Unblock](#)

### Block Pages

Once you block a Page, that Page can no longer interact with your posts or like or reply to your comments. You'll be unable to post to the Page's Timeline or message the Page. If you currently like the Page, blocking it will also unlike and unfollow it.

Block Pages

## Notifications


This is a large section all about controlling what notification messages you choose to receive.

Allowing all notifications can be chaotic with a constant stream of notifications being delivered by text and email.


You can tailor this section nicely, so you are only reminded about friend's birthday, or important calendar events yet not be constantly spammed every time there is an interaction with one of your activities on Facebook.


### Notifications Settings

---


 **On Facebook**  
You'll see every notification on Facebook, but you can turn off notifications about specific posts as you view them. [Learn more.](#)


**SOUNDS**


 Play a sound when each new notification is received On ▾


 Play a sound when a message is received Off ▾


**What You Get Notified About**


 **Activity that involves you**  
You'll always get notifications about activity that involves you, like when someone tags you in a photo or comments on your post. On ▾


 **Birthdays**  
Choose whether you want to get notifications about your friends' birthdays. On ▾


 **On This Day**  
Choose whether you want to get notifications about memories to look back on. Off ▾


 **Close Friends activity**  
Choose whether you want to get notifications about Close Friends. On ▾

 **Tags**  
Get notifications when you're tagged by: Anyone ▾

 **Pages you manage** Edit

 **Group activity** Edit

 **App requests and activity** Edit

 **Live Videos**  
Choose if you want to receive notifications when interesting live videos happen. On ▾

The sheer number of notifications you can turn off in the email section is daunting.

## Notifications Settings

 On Facebook

All notifications, some sounds on

[Edit](#)

### Email

To turn off a specific email notification, just click the unsubscribe link at the bottom of the email.

#### WHAT YOU'LL RECEIVE

- All notifications, except the ones you unsubscribe from
- Important notifications about you or activity you've missed
- Only notifications about your account, security and privacy

#### LIVE VIDEO SETTINGS

- Turn off email notifications about comments added to your live video conversations
- Turn on email notifications about comments added to your live video conversations

#### OFFER SETTINGS

- Turn off email notifications about offers you have saved
- Turn on email notifications about offers you have saved

#### NOTIFICATIONS YOU'VE TURNED OFF

Messages	<a href="#">Turn On</a>
Posts on your timeline	<a href="#">Turn On</a>
Friend requests	<a href="#">Turn On</a>
Pokes	<a href="#">Turn On</a>
Photos you're tagged in	<a href="#">Turn On</a>

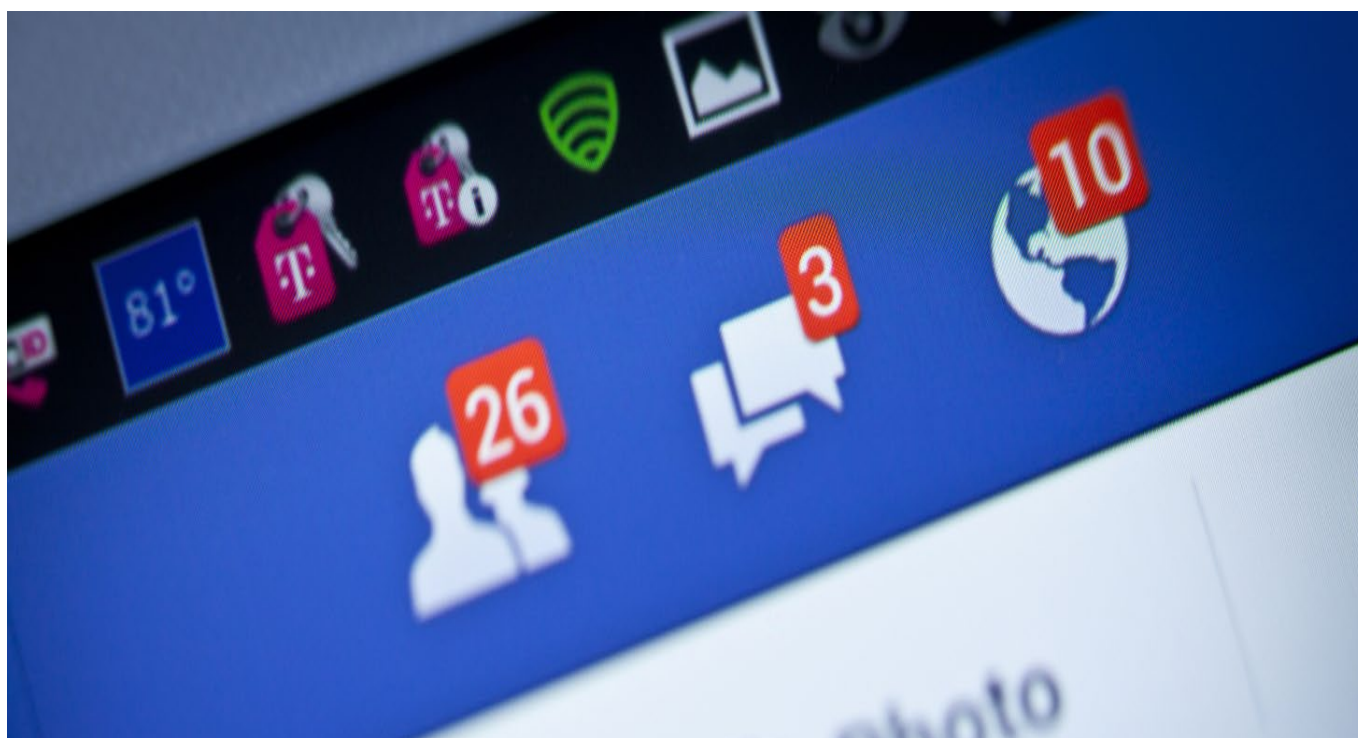
But there are more...

Comments on your photo albums	<a href="#">Turn On</a>
Comments on your notes	<a href="#">Turn On</a>
Comments on your links	<a href="#">Turn On</a>
Event cancellations	<a href="#">Turn On</a>
Comments after you on a photo	<a href="#">Turn On</a>
Comments on photos of you	<a href="#">Turn On</a>
Comments after you on a note	<a href="#">Turn On</a>
<a href="#">Email</a> Comments after you on a link	<a href="#">Turn On</a>
Comments after you on a photo album	<a href="#">Turn On</a>
Requests to join groups you admin	<a href="#">Turn On</a>
Tags of your photos	<a href="#">Turn On</a>
Upcoming birthdays	<a href="#">Turn On</a>
Friend confirmations	<a href="#">Turn On</a>
You being tagged in a video	<a href="#">Turn On</a>
Comments on your videos	<a href="#">Turn On</a>
Comments on videos of you	<a href="#">Turn On</a>
Becoming a group admin	<a href="#">Turn On</a>

and still more...


Tags of your videos	Turn On
Friend suggestions	Turn On
Friends added based on your suggestions	Turn On
Comments on stories on your timeline	Turn On
Comments after you on timeline stories	Turn On
Comments after you on a video	Turn On
NOTIFICATIONS YOU'VE TURNED OFF	
Answers to your Help Center questions	Turn On
Group name or description changes	Turn On
New Facebook features	Turn On
Invitations to participate in Facebook research	Turn On
Becoming a Page admin	Turn On
Page suggestions	Turn On
Confirming family members	Turn On
Tags in posts	Turn On
Photo uploads via email	Turn On
People you invited who join Facebook	Turn On
Comments on posts you're tagged in	Turn On

Choose to remove notifications that serve no use to you, and will clutter up your inbox unnecessarily.



## Mobile

Select the notifications you wish to come through to your mobile devices

 **Mobile**

---

**MOBILE**

See your notifications on your phone's home screen. You can turn these on and off from the app. [Learn more.](#)

---


**NOTIFICATIONS YOU'VE TURNED OFF**

Posts on your timeline	<a href="#">Turn On</a>
Pokes	<a href="#">Turn On</a>
Tags of your photos	<a href="#">Turn On</a>
Tags of your videos	<a href="#">Turn On</a>
Comments on stories on your timeline	<a href="#">Turn On</a>
Comments after you on timeline stories	<a href="#">Turn On</a>
Comments on posts you're tagged in	<a href="#">Turn On</a>
Events you're invited to	<a href="#">Turn On</a>
Friends' timelines you're tagged on	<a href="#">Turn On</a>
Requests from friends through apps	<a href="#">Turn On</a>
Updates to an event you've joined	<a href="#">Turn On</a>
Posts you're tagged with	<a href="#">Turn On</a>

Make the same considerations as you would for your email notifications.

## Text message

- Make a choice whether you want to receive text messages to your phone, when there are responses to your Facebook activity.

 **Text message**

To get these notifications, you need to [activate text messaging](#).

Notifications may be turned on and off very simply, should you wish to follow responses to a particular thread you are commenting on etc

## Mobile

This is the location to change your mobile contact details, set confirmation codes and choose whether or not to activate the text messaging service.

### Mobile Settings

---

Your phones:

**0418 675 309**  
Verified  
[Remove from your account](#)

[+ Add another mobile phone number](#)

Your registered phone is not activated for text messaging.

[Activate Text Messaging](#)

Already received a confirmation code?

 [Confirm](#)

## Public Posts


Here you are able to control the comments you see on public posts you make. Public posts may be viewed by anyone, and this tool allows you to moderate the activity that takes place on your post, and whether or not members of the public can engage with your profile.

Public posts are able to be searched in online search engines. This applies to both previous and new posts /pictures/videos made with the settings on public by you. If you have changed the public settings for future posts, it is worth reviewing the Limit past posts option mentioned above as well.

NB – if your last post was a public one, this will become the default for any newer posts. Remember to turn your privacy settings back to their normal levels the next time you wish to post.

### Public Post Filters and Tools

---

<b>Who Can Follow Me</b>	Followers see your posts in News Feed. Friends follow your posts by default, but you can also allow people who are not your friends to follow your public posts. Use this setting to choose who can follow you.  Each time you post, you choose which audience you want to share with. <a href="#">Learn more.</a>	 Friends ▼
<b>Public Post Comments</b>	Who can comment on your public posts? <b>Public</b>	<a href="#">Edit</a>
<b>Public Post Notifications</b>	Get notifications from <b>Public</b>	<a href="#">Edit</a>
<b>Public Profile Info</b>	Who can like or comment on your public profile pictures and other profile info? <b>Friends</b>	<a href="#">Edit</a>
<b>Comment Ranking</b>	Comment ranking is <b>Off</b>	<a href="#">Edit</a>
<b>Username</b>	<a href="http://www.facebook.com/jo.conti.5">http://www.facebook.com/jo.conti.5</a>	<a href="#">Edit</a>
<b>Twitter</b>	Connect a Twitter account	<a href="#">Edit</a>

[Want to know what followers can see? View your public timeline.](#)

## Apps = Third-party apps

### What they are

The word 'app' is an abbreviation of 'application'. In this case an application is a software application, or a software program. These programs are typically found on a smart phone or a mobile device.

In context, an app is a software program for use online or on a smart device, via a browser. In early March, Google removed from its Android Market more than 60 applications carrying malicious software. Some of the malware was designed to reveal the user's private information to a third party, replicate itself on other devices, destroy user data or even impersonate the device owner.

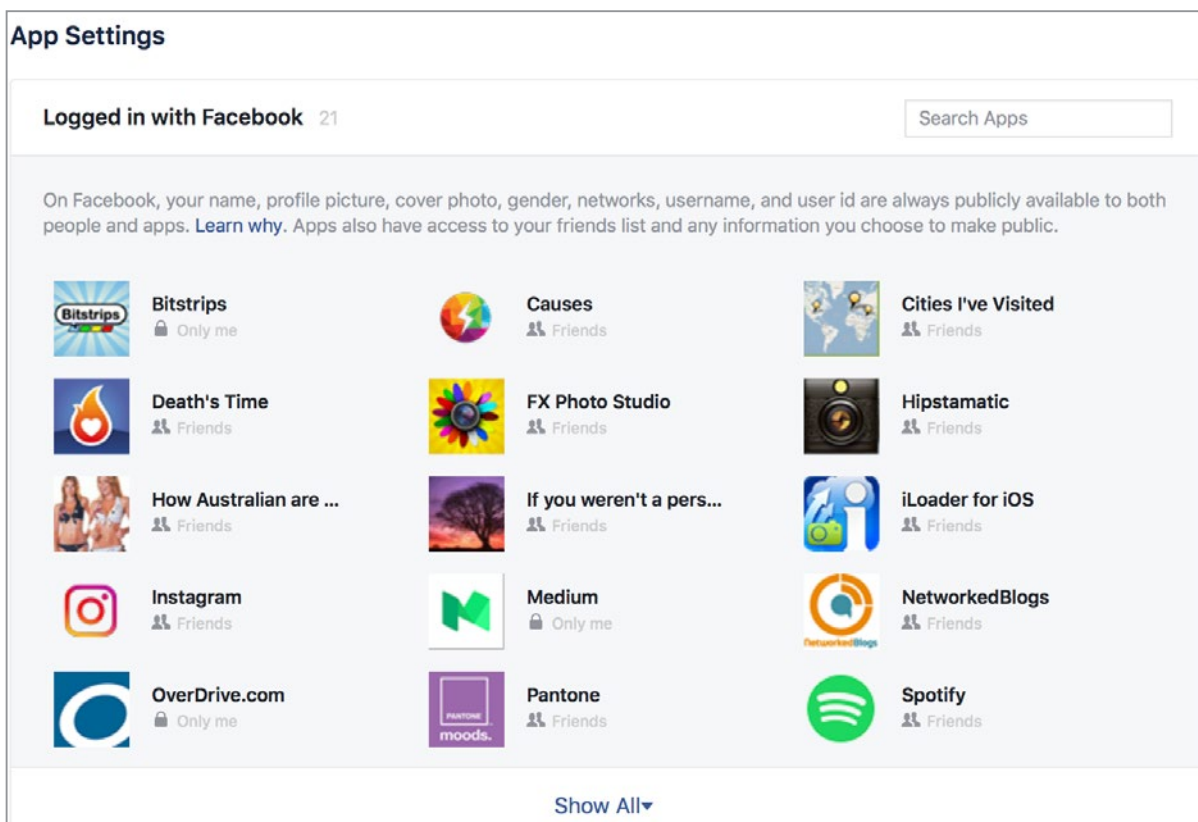
It is important to ensure that apps are downloaded from trusted websites and app privacy is maintained. Always read user reviews of the app when downloading and throw out apps you may be even remotely suspicious about.

Keep the anti-virus on your phone or device that runs apps updated and run scheduled checks. Use trusted security measures to store personal data and be very wary about sharing personal information and always control app privacy. This is guaranteed to let you have the best of the social media world without compromising your security.

NB :- It is a good idea to check what apps you have logged into using Facebook from time to time. Make sure you recognize all of the apps. This is where viruses tend to hang out so good idea to clean it up every few months.

### Manage Apps
















Review what apps you have allowed to access your personal information.



**App Settings**

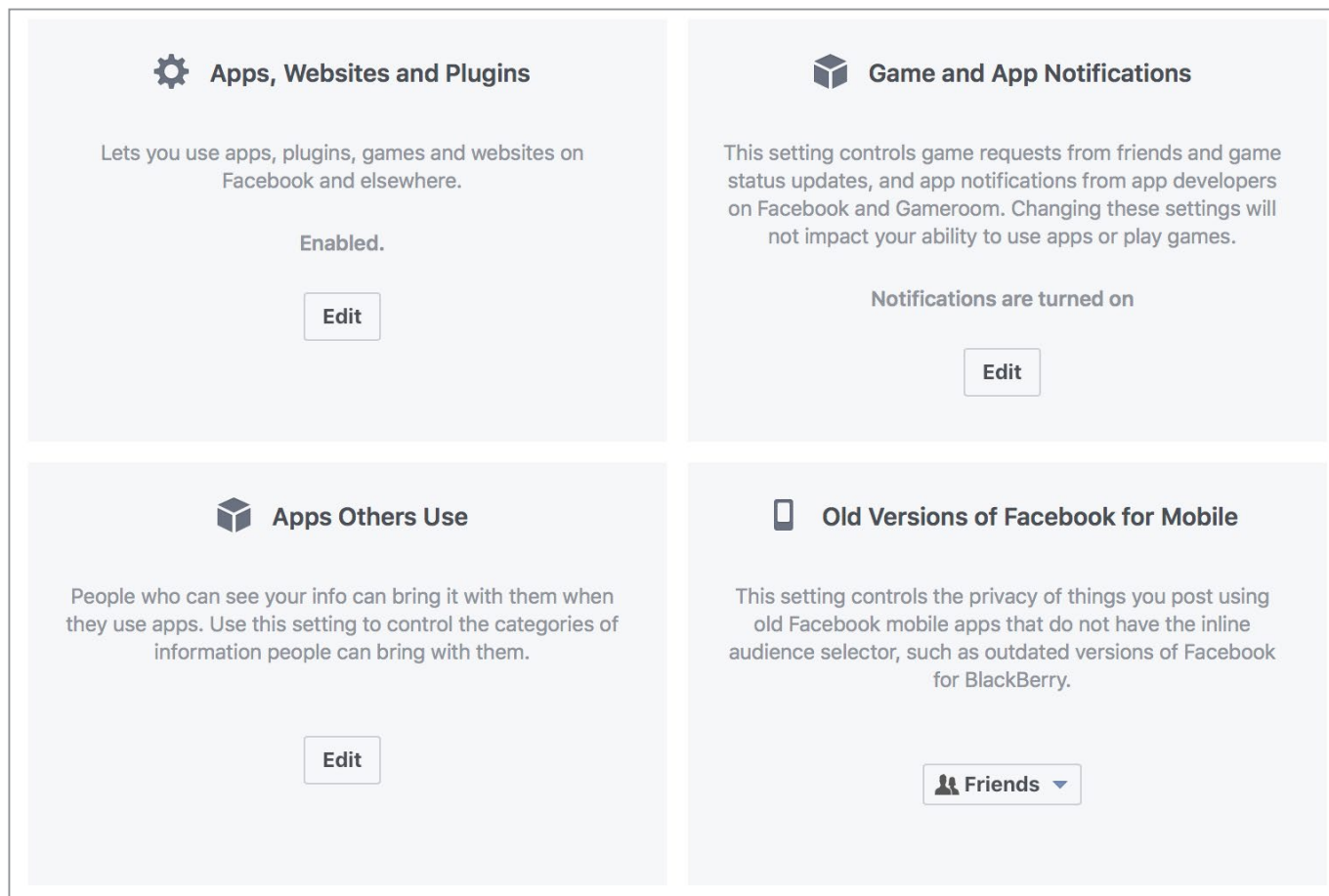
Logged in with Facebook 21

On Facebook, your name, profile picture, cover photo, gender, networks, username, and user id are always publicly available to both people and apps. [Learn why](#). Apps also have access to your friends list and any information you choose to make public.

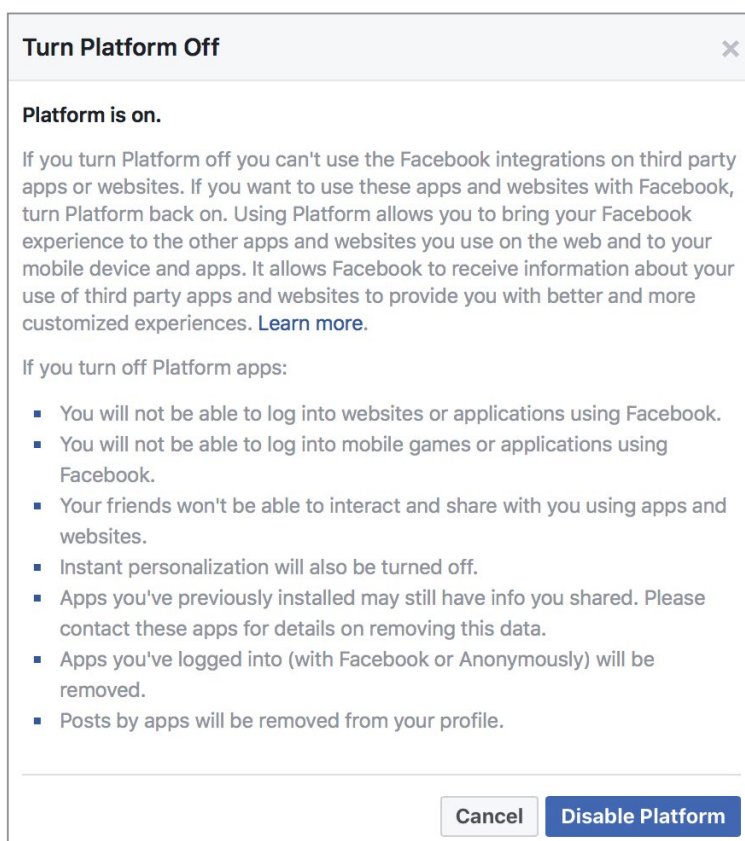
 <b>Bitstrips</b> Only me	 <b>Causes</b> Friends	 <b>Cities I've Visited</b> Friends
 <b>Death's Time</b> Friends	 <b>FX Photo Studio</b> Friends	 <b>Hipstamatic</b> Friends
 <b>How Australian are ...</b> Friends	 <b>If you weren't a pers...</b> Friends	 <b>iLoader for iOS</b> Friends
 <b>Instagram</b> Friends	 <b>Medium</b> Only me	 <b>NetworkedBlogs</b> Friends
 <b>OverDrive.com</b> Only me	 <b>Pantone</b> Friends	 <b>Spotify</b> Friends

[Show All](#)

The settings in the next screenshot allow detailed control over the interaction these apps have with the information belonging to you and your friends.

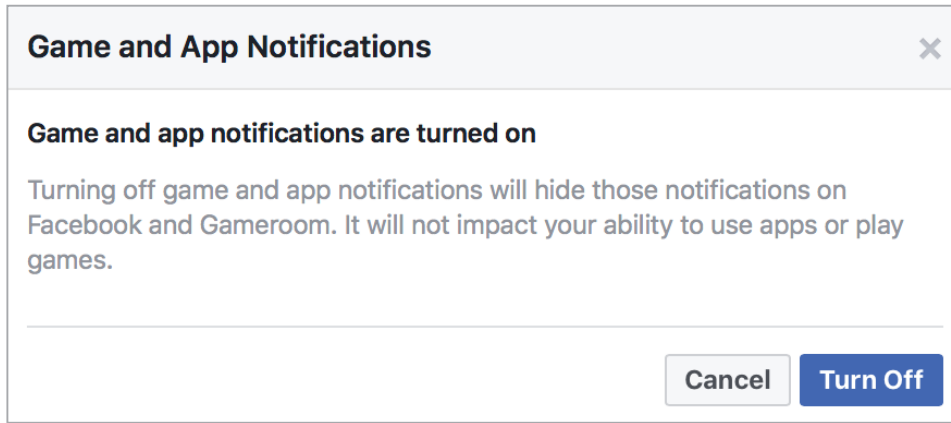


**Apps, websites and Plugins** offers this menu choice, and outlines how enabling this feature will work with your account.

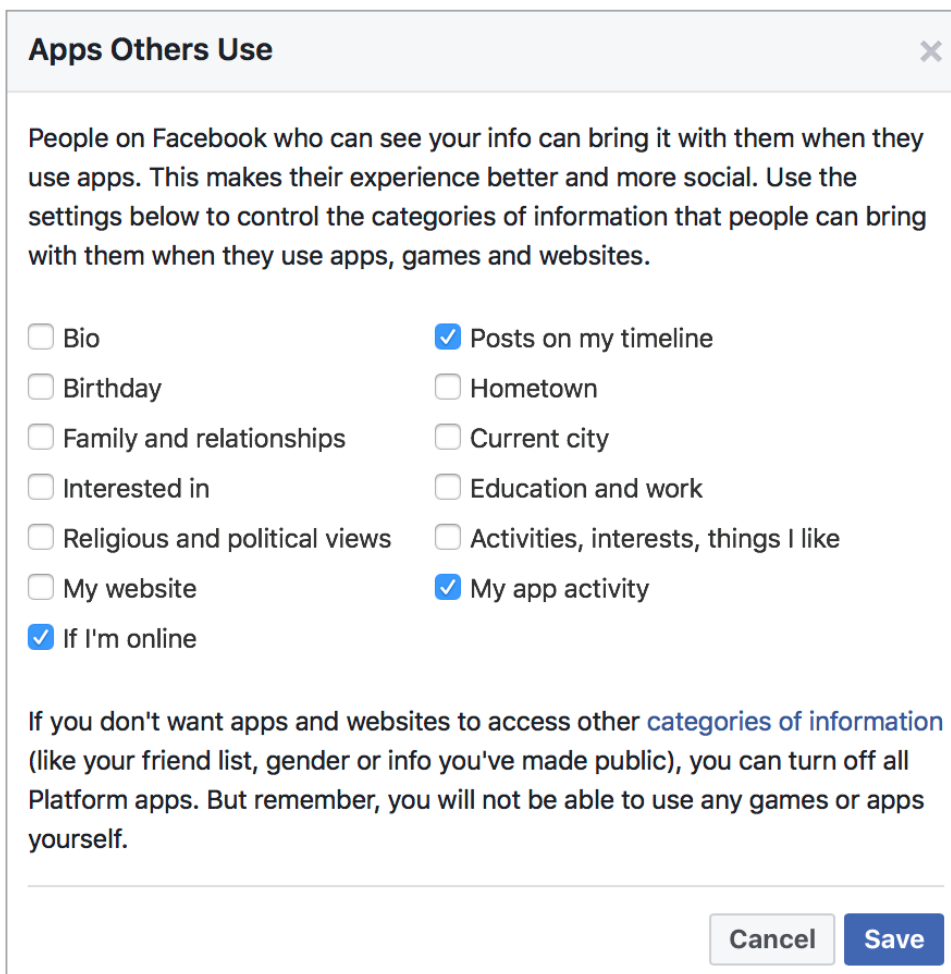




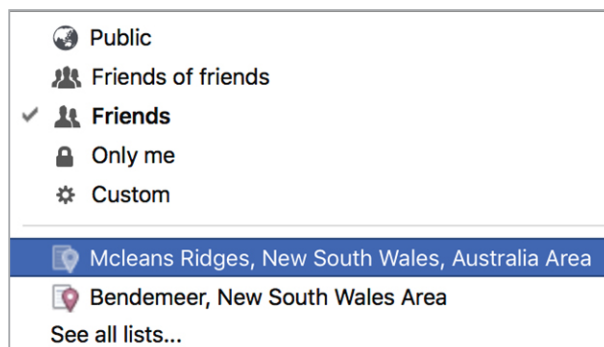
**Game and Apps Notifications** will hide notifications from these apps.



**Apps other use** limits the sharing of your information with apps your friends are utilizing.



**Old versions of Facebook** this choice works to improve the privacy on dated versions of the app.



## Disabling the apps

### Android

For Android 4.3 onwards, the OS has a feature called "App Ops" and which lets you selectively disable some permissions for your apps.

Under Settings, you will find "App Ops".

Depending on your phone, apps and the permissions they use, this is categorized into 4 tabs- "location," "personal," "messaging," and "device," so it's easy to see what app uses the permissions you're concerned about.

On the right is a timestamp for when the app last used the permission. On picking an app, you'll get a screen with easy on/off buttons for each permission. This does not affect the working of the app but only those permissions about broadcasting your personal information and whereabouts that you have chosen to withdraw.

If not App Ops (depending on your update), you may find the same under Settings – Apps-(select App) - Permissions under App Info -Details.

### iPhone

Privacy settings for apps can be modified through following the path

Settings - Privacy.

You can select a type of data from the list that pops up on your screen thereafter to see which apps have asked for permission to use that data.

Unlike in Android, the information is data set wise and not app wise.

An app won't appear on the list until it asks permission to use your data. You can add or remove permission from any app that has asked for access to data. An app can use your data only if you have given it your permission.

### Windows

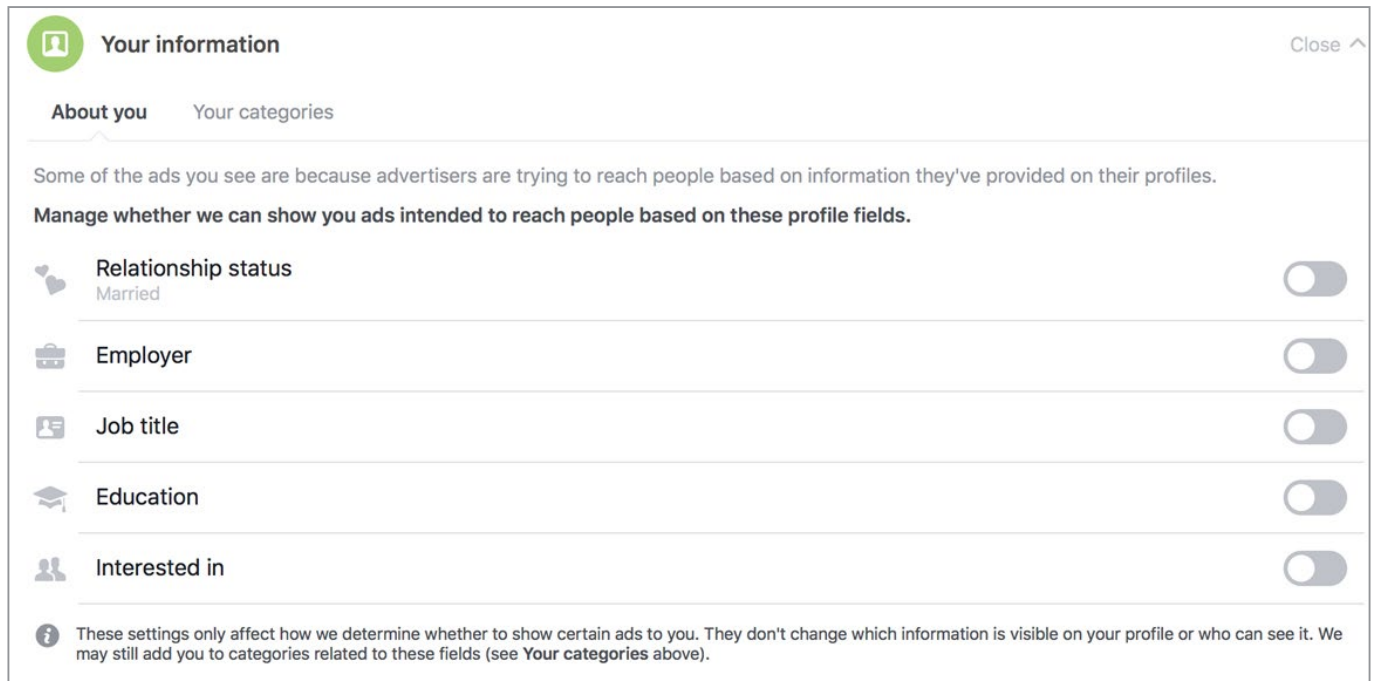
Click to open Settings on your device. Select "Change PC Settings" and then select Privacy on the left.

From here you can prevent applications from accessing personal data, using your advertising ID, and block websites from providing locally relevant content by using your language list. The Location section lets you choose which apps (if any) can use your location as well.

## Ads

Reaping revenue in the billions Facebook has a lot to gain from advertising. This feature allows for advertising to be tailored to you as an individual - derived from your personal details in your profile.

This section allows you choice over the advertising content you receive, whether or not you interact with advertisers and importantly – let Facebook know if you are interested in being shown you ads based on your personal information from your profile.



The screenshot shows the 'Your information' settings page on Facebook. At the top, there's a 'Close' button. Below it, there are two tabs: 'About you' (selected) and 'Your categories'. A message states: 'Some of the ads you see are because advertisers are trying to reach people based on information they've provided on their profiles. Manage whether we can show you ads intended to reach people based on these profile fields.' Below this, there are five toggle switches, all currently turned on:

- Relationship status (Married)
- Employer
- Job title
- Education
- Interested in

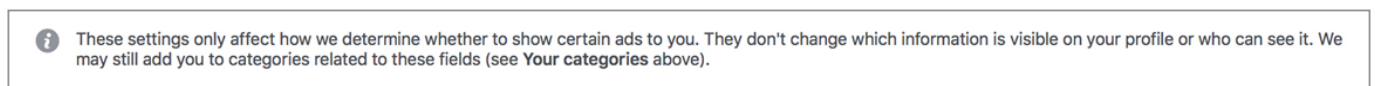
At the bottom, there is a disclaimer: 'These settings only affect how we determine whether to show certain ads to you. They don't change which information is visible on your profile or who can see it. We may still add you to categories related to these fields (see Your categories above).'

NB- note that they may choose to disregard this, as mentioned in the bottom line.

For now, you can stop these targeted ads appearing on your timeline, and stop showing any interactions with advertising you have made to friends

Some of your activity with advertorial content can be quite revealing. Targeted ads can be a big disconcerting as Facebook uses the information they have about you to select your preferences, so the companies they sell space to have the opportunity to increase their revenue.

Essentially however this function is useless as it is peppered with disclaimers that state examples like:



The screenshot shows a disclaimer box with an information icon and the text: 'These settings only affect how we determine whether to show certain ads to you. They don't change which information is visible on your profile or who can see it. We may still add you to categories related to these fields (see Your categories above).'

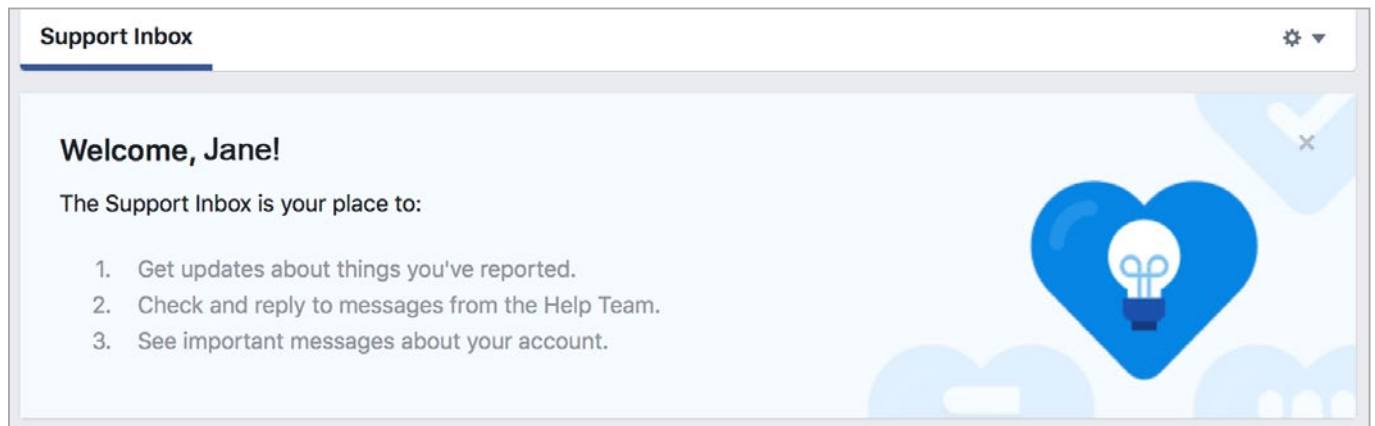
or

- You may still see ads for other reasons, such as:
  - Your age, gender or location.
  - The content in the app or website you're using.
  - Your activity off of the [Facebook Companies](#).

It is unavoidable. Facebook is going to show you ads, this feature lets you pick what kind.

## Support Inbox

The screen shot sums up this function. Here you will find response from the Facebook moderators about accounts, images and comment you have reported and the moderations decisions, and recommended courses of action.



## Timeline and Tagging

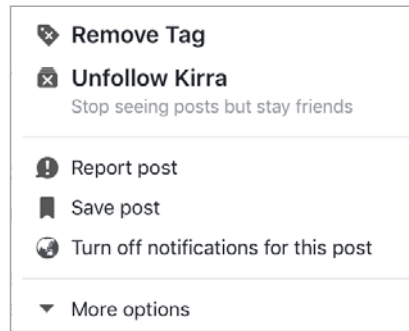
Timeline and Tagging Settings			
<b>Who can add things to my Timeline?</b>	Who can post on your Timeline?	Friends	Edit
	Review posts friends tag you in before they appear on your Timeline?	On	Edit
<b>Who can see things on my Timeline?</b>	Review what other people see on your Timeline		View As
	Who can see posts you've been tagged in on your Timeline?	Friends	Edit
	Who can see what others post on your Timeline?	Only me	Edit
<b>How can I manage tags people add and tagging suggestions?</b>	Review tags people add to your own posts before the tags appear on Facebook?	On	Edit
	When you're tagged in a post, who do you want to add to the audience if they aren't already in it?	Custom	Edit
	Who sees tag suggestions when photos that look like you are uploaded?	No One	Edit

This is where you customize your timeline, allow who can post on it and review tags that people may add to your posts on you your timeline.

The default setting is to allow your friends to post to your timeline, the only other choice being to limit it to yourself.

These settings concentrate on what is on YOUR timeline only. You may be tagged in other posts etc. that will appear publicly and be searchable. You must manually remove the tag in this situation.

Place your cursor over the particular post and in the top right corner the drop-down menu arrow will give you the options below -



What about the tags others add and tagging suggestions?

You are always notified if a person not on your friend list tags you in a photo.

The face-matching technology Facebook uses is what leads to tags being suggested when photos are posted. This is derived from the posters friend list. To stop yourself being a suggestion choose the no one option listed.

## Geo-Tagging

Social media location geotags are pieces of information that can be attached to a tweet, status or photo on a social networking site that show the physical location of where something had been posted. These tags can be exceptionally specific identifying both your home and your workplace. Facebook also aggregates your data tracking the places you have been.

The solutions :

- Remove from your pictures before you upload them to Facebook
- Turn off the location services in your smart devices camera app. There are also specific apps that scrub this information - (deGeo for iPhone or Photo Privacy Editor for Android)
- Disable Location Services for Facebook on Your Mobile Phone / Device
- Revoke permission through using your phones settings.

## **Locations**

The best way to shut down Facebook's intrusion into your location stream is to turn off the location services on your device. Facebook's location services uses GPS and Wi-Fi to triangulate your position. If you turn off location services on a device, you block Facebook receiving the information it needs to track you.

There is the option of turning off ALL location services (which will cause problems with Google maps and find my iPhone) or more specifically on an app by app basis. Either of these will stop Facebook's access.

## **Live Streaming**

By mobile devices and by the desktop, the option for real time video streamed through your Facebook account.

Now accessible by your web cam, through your status bar on Facebook.

## **Issues**

### **Violent content**

With the advent of Live streaming Facebook ran itself into some issues it should perhaps have foreseen.

There has been a large spike in the number of people filming illegal acts, some quite brutal in nature and then streaming them on Facebook. Rapes, Murders, Violent confrontations, suicides, torture and drug use have all made their way past Facebook moderators.

Facebook has recently responded by employing an additional 3,000 people to monitor the live streaming feature and take responsibility for the content the app is sharing.

This is quite a step, considering the number of moderators for all other posted content equates to a mere 4,500 for the millions of weekly posts.

Two murders in particular have been left of the site for over 24 hours- a murder in Thailand of a young baby, and the accidental shooting of an American man. This is far too long, and Facebook to recognize it bears some responsibility.

Users may report a live stream but this takes time while the stream remains active. As yet Facebook doesn't have a method of automatically determining whether a stream's content is acceptable for broadcast.

## Live broadcast map



Each of the blue dots shown represents an area where a live stream is being broadcast. With a few clicks, a user can be viewing the stream wherever it is.

The map is located under the Explore options to the left of a desktop screen and through the live stream option

## Concerns

- This is an avenue for viewing some really nasty material. Many of the blue dots on the map may be harmless, so will not. And with Facebook scrambling to moderate the content being streamed, this is still very easily accessible.
- Stalking – it is very easy to determine who is live streaming near your location. A private account eliminates being pinpointed.
- Privacy. Facebook privacy controls have become increasingly complicated. Many users have unsecured accounts, without adequate protections leaving them to inadvertently share much more than they thought they were.
- Identity theft – live streaming offer users the chance to reveal too much information. It is very likely that these streams are monitored by people for precisely this reason. As with all online activity consider carefully the information you are sharing.

All the issues that flow from public posts and photos apply to video. To protect yourself, use the Facebook security and Privacy settings explained earlier.

## **Controlling your child's pictures – Scrapbook**

This is a feature that allows a parent an element of control over the images of their children they post online.

A scrapbook may only be created for the users own child, and as a result only a parent or guardian may view the Scrapbook. It is possible to allow a partner to add pictures and tags.

Children are listed as family members and tagged with their names.

The scrapbook may be shared with other individuals or groups or even publicly- depending on the settings chosen. The people sent the scrapbook do have the option of sharing but a parent will receive a notification if this happens, giving them the option to request the tag be removed, the photo taken down or limit the people they share it with.

## **Things to consider**

- Review the photos posted of your child. While it may be cute to show your child naked in a swimming pool, they might not be so appreciative later. It is a parents' responsibility to protect their child's digital footprint till they are old enough to do this for themselves.
- Identity theft. Always minimize the information you share online about your child. A child is an ideal target for identity theft, as it may be years before it is discovered.
- It is better to allow your child to determine how public they will wish their lives to be. Lead by example if you wish your kids to grow up protecting their online privacy, and protect them by respecting their privacy.

## **Logging Into other sites using Facebook or Google**

This is a fairly common request that you have probably seen before. A notification will appear asking you to Log in With Facebook or perhaps Google. At least 60% of Facebook participate in this social media log on.

It's an option frequently used on news sites, streaming services and a lot of apps and games. While it seems fairly harmless and may often be more convenient, there are a few reasons why it may not be ideal.

## **You are giving the website your personal information**

Some social media sites, in particular Facebook and LinkedIn carry a large amount of personal data – simple examples are names, birthdays, email lists for yourself and your friends. You are handing over this data to a third-party company whose terms of use may be unknown.

## **You put yourself at risk of hacking**

The more times choose this option the more you expose yourself to hacking. Not all the websites that are harvesting and storing your data are secure. Signing into several sites with the same log-in leaves you vulnerable. If your security settings on the account you are logging in from are not what they should be, you are at risk of being hacked and compromising all you other accounts ( Daisy-chain account).



## Your information is valuable

Your information has value. Repeatedly providing personal data to a variety of websites allows a very detailed marketing profile to be built up about your preferences. This allows advertising to be targeted specifically to you. Facebook turns over \$16 billion dollars a year in advertising revenue. Google tracks your data using your search preferences and builds demographics which it then sells. Google made over 5 billion dollars last year from advertising.

## What can help

Do not log in through Facebook, Google , Twitter, refuse permission when asked.

Never include sensitive information or passport style photos in your social media accounts

- Your data is being compiled, and identity theft is made easy if you include too much personal information online.

Review the apps that have access to your social media accounts

- Check the apps feature in your social media accounts, you may be surprised how many apps have access to your account.





[www.safeonsocialmedia.com.au](http://www.safeonsocialmedia.com.au)