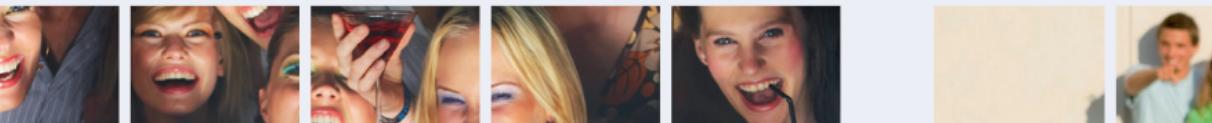


Teenage user updates

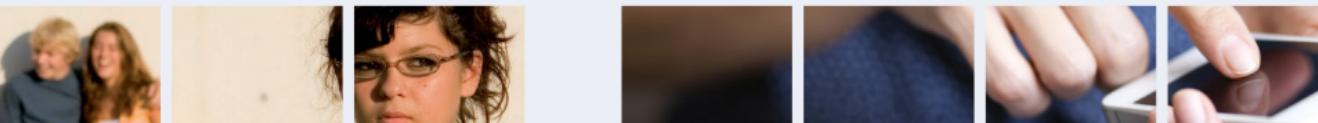


It is important that teenagers using Facebook use their real date of birth.

- New users aged 13 - 18 will have a default privacy setting for sharing content with 'friends' only.
- You can choose to make your posts **Public** but this will mean that anyone, including people you don't know, will be able to see them. As such, think carefully before you post anything publicly. Would you be happy for the following groups to see your posts:
 - Your parents
 - Your boyfriend or girlfriend
 - Your teachers
 - A potential future employer

You can review who you are sharing content with after posting but remember, if your post was public, someone else may already have shared it.

How to manage Friend Lists?



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

How to Create Friend 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 Friend Lists

1. Choose a Friend 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.

Friends will not be notified when you block app invites from them.

Take control of your Apps and Games!



Control your Applications

To remove an app or game, turn it off or adjust the privacy settings:

1. Click the **Drop Down** (top right ▾) and select **Settings**.
2. Click **Apps** in the left column.

Then either:

- Hover over the app or game you'd like to remove and click X
or
- Hover over an app or game and then click **Edit** (pen icon) to adjust its settings
or
- Under **Apps, Websites and Plugins**, click **Edit** (pen icon) and then **Disable Platform**

Once you've removed the app or game, it should no longer post to your timeline. However, its past stories may still appear.

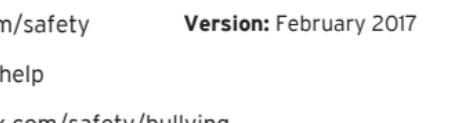
Blocking App invites from friends

If you want to ignore all App invites from a specific person:

1. Click the **Drop Down** (top right ▾) and select **Settings**.
2. Click **Blocking** in the left menu.
3. In the **Block app invites** section, enter the name or email address of the person you want to stop receiving app invites from.

Friends will not be notified when you block app invites from them.

Contacts and Help



Facebook Safety Centre: www.facebook.com/safety

Facebook Help Centre: www.facebook.com/help

Facebook Anti-Bullying Hub: www.facebook.com/safety/bullying

Facebook Privacy Basics: www.facebook.com/about/basics

Report/Remove tags video: <http://youtu.be/CaJYQXiu3PY>

UK Safer Internet Centre: www.saferinternet.org.uk

Email: enquiries@saferinternet.org.uk **Phone:** 0844 800 2382

Professionals Online Safety Helpline: 0844 3814 772

Childnet: www.childnet.com

IWF: www.iwf.org.uk

Report abuse or grooming to CEOP: <http://ceop.police.uk>

Childline: 0800 1111 www.childline.org.uk

Anti-Bullying Alliance: www.anti-bullyingalliance.org.uk

Pick up a copy of this checklist along with other Online Safety materials on the SWGfL

Store: www.swgfistore.com



Co-financed by the European Union
Connecting Europe Facility



Saferinternet.at



Das Internet sicher nutzen



UK Safer Internet Centre



SWGfL



Education that Clicks

The sole responsibility of this publication lies with the author. The European Union is not responsible for any use that may be made of the information contained therein.

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

Facebook-Checklist



- Do you know your friends?
- Who can see your content on Facebook?
- I know about the teenage user updates
- I can use Facebook's Reporting Tools
- How do I deactivate my account?
- How can I change the ads I see?
- How to manage Friends lists?
- Take control of your Apps and Games!



You're in charge!



Be in control

Use the **Privacy Checkup Dinosaur?**

Click on the padlock and the dinosaur will be there to help you with your privacy settings.

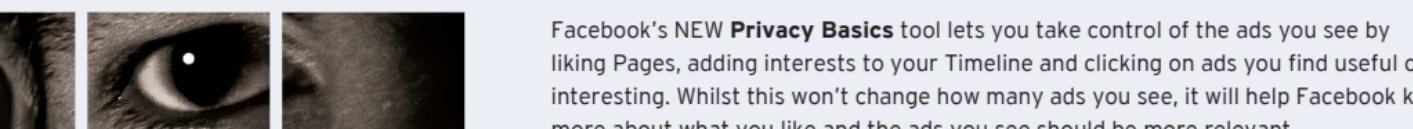
Here you will see:

- Who can see my stuff?
- Who can contact me?
- How do I stop someone bothering me?

- Facebook's privacy settings help you control who can see your stuff on Facebook and how you connect with other people. To find out more, check out the **NEW Privacy Basics** here www.facebook.com/about/basics
- Consider the amount of information you want to share with different people. Do you want to share the same things with your work colleagues as your friends?

Facebook live is another way to share what's happening with your friends. It is a video that is streamed live to Facebook at the point of recording, so it is extra important to make sure you are sharing it with your intended audience. You can check or change this by clicking on the small box in the bottom left hand corner, there you can choose to share with all your friends, publicly or with a group you have created.

Who can see my stuff?



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/PQzwD>.

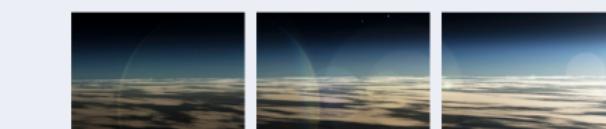
1. Click the Privacy shortcut (top right)
2. Click **Who can see my stuff**
3. Under **Who can see my future posts**, select **Friends** from the drop down list.

Check out what your timeline looks like to the public by using the **View As...** tool in your privacy shortcuts

Keep an eye on your timeline

1. Click the Privacy shortcut (top right)
2. Click on **See More Settings** then **Timeline and Tagging**
3. Turn on **Review posts friends tag you in** so you can choose what's visible on your timeline.

How can I change the Ads I see?



Facebook's NEW **Privacy Basics** tool lets you take control of the ads you see by liking Pages, adding interests to your Timeline and clicking on ads you find useful or interesting. Whilst this won't change how many ads you see, it will help Facebook know more about what you like and the ads you see should be more relevant.

Ensure you can't be found in a public web search!

1. Click the **Drop Down** (top right)
2. Click the **Cross** in the right hand corner of the ad
3. **Settings**, then **Privacy Settings**

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.

Who can see your posts?

Facebook has in-line privacy controls so you can set your audience to: **Private**, **Friends**, **Friends of Friends**, **Public**, before you post a status update.

The **Activity Log** is only visible to you. This tool makes it easier for you to review your posts and make changes to the audience of past content.

You can find out more about Facebook Adverts here: <http://on.fb.me/1kjXBwn>

Facebook's Reporting Tools



Changing your preferences

To understand why you're seeing a particular ad:

1. Click the **Cross** in the right hand corner of the ad

About this Ad

2. Select 'About this Ad'

Report abuse to Facebook

If you feel that you are being bullied on Facebook, you can report it on the site using the **Drop Down** in the corner of any post. Use the **Social Reporting** feature to get help from a parent, teacher or trusted friend without reporting the bully directly.

How do I deactivate my Facebook account?

If you deactivate your Facebook account, your timeline 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.

How do I permanently delete my Facebook account?

1. Click the **Drop Down**

Settings.

Security

I Don't Want To See This

Hide all from advertiser

Block

Support Dashboard

Help

Dashboard

Manage your preferences

Deactivate your account

Submit your request

All data and information in the account will be kept and can be reactivated at any time.

2. **Settings**.
3. **Security** (left hand side of page).
4. **Deactivate your account**.

Warning! Your Facebook account will become **deactivated** for 14 days and will be deleted if you do not use it in that time.

Reporting features are the same across all devices.