

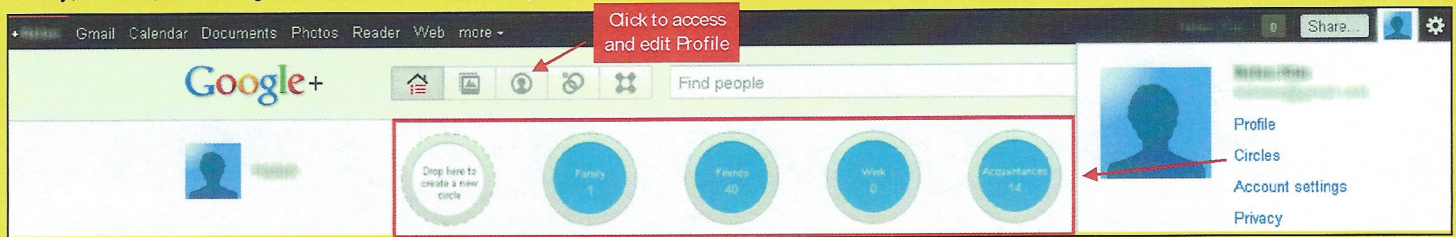


Social Networks - Do's and Don'ts

- 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 is shared only with circles you select. Google+ requires that users provide real names - no pseudonyms.



Profile Settings

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

Annotations:

- Click to access and edit Profile**: Points to the profile icon in the top navigation bar.
- Select Edit Profile to make changes**: Points to the 'Edit Profile' button.
- Uncheck both**: Points to the 'Show this tab on your profile' checkboxes for 'Photos' and 'Links'.
- DO NOT add links to other online presences, such as a webpage, Facebook, Twitter, or LinkedIn**: Points to the 'Links' section.
- To share information on this page with specific people, select Custom then choose appropriate Circles**: Points to the 'Who can see this?' dropdown menu.
- Uncheck top button**: Points to the 'Uncheck top button' checkbox in the 'Who can see this?' section.
- Change to Only You**: Points to the 'Only you' option in the 'Who can see this?' dropdown.
- Change to Your Circles**: Points to the 'Your circles' option in the 'Who can see this?' dropdown.
- Uncheck**: Points to the 'Search visibility' checkbox.
- Name & Profile Picture are PUBLIC**: Points to the profile picture area.
- This box is PUBLIC. Do not fill out additional information**: Points to the 'Introduction' text area.
- Change to Your Circles**: Points to the 'Your circles' dropdown in the 'Home' and 'Work' sections.
- Change to Your Circles**: Points to the 'Your circles' dropdown in the 'Relationship' section.
- Uncheck**: Points to the 'Search visibility' checkbox.



Account Settings & Minimizing Your Activities

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

Change as indicated

- Who can interact with you and your posts
 - Who can send you notifications? **Your circles**
 - Who can comment on your public posts? **Your circles**
 - Who can start a Messenger conversation with you? **Circles**
- Notification delivery
 - Phone: **Don't Add Phone Number**
 - Manage email subscriptions: **Uncheck**

- Account settings can be accessed under **Account Settings > Google+**.
- Maintain a small Google+ "footprint". Select only important Google+ notifications as shown in the box to the left.
- Limit notifications to email as opposed to text.
- **Do not** connect your mobile phone to Google+ or use the Google+ mobile application, and **Disable +1** on non-Google Websites
- **Do not** allow contacts to tag you then automatically link to your profile
- **Disable** your circles from accessing your photo tags prior to you

- +1 on non-Google sites**: Off Edit **Change to "Off"**
- Google+ Pages**: Automatically add a Google+ page to my circles if I search for + followed by the page's **Uncheck**
- Photos**
 - Show photo geo location information in newly uploaded albums and photos. **Uncheck**
 - Allow viewers to download my photos **Uncheck**
 - Find my face in photos and prompt people I know to tag me. **Uncheck**
- People whose tags of you are automatically approved to link to your Profile: **Remove Everyone**

Receive notifications **Check as indicated**

Notify me by email or SMS when someone...

Posts and mentions of my name **Email** **Phone**

- Mentions me in a post
- Shares a post with me directly
- Comments on a post I created
- Comments on a post after I comment on it

Circles **Email** **Phone**

- Adds me to a circle

Photos **Email** **Phone**

- Tags me in a photo
- Tags one of my photos
- Comments on a photo after I comment on it
- Comments on a photo I am tagged in
- Comments on a photo I tagged

Messenger **Email** **Phone**

- Starts a conversation with me

Connected accounts

You can improve your Google experience by connecting your accounts from other services.

- Twitter: Add this link to my public Google Profile, too **Uncheck**

Do not add outside accounts

Uncheck Use my Google contact information to suggest accounts from other sites.

By default, Google+ uses your Google contact information to link your accounts from other online services, aggregating your online identity in one location. To disable this feature:

- Go to **Account Settings > Connected Accounts**
- Click "No" to Google-suggested 3rd-party accounts
- Disable Google+ access to your contact information
- Do not manually connect other online accounts using Google+

Deleting Your Google+ Profile Information or Account

Go to Account Settings > Account Overview

Services

- Delete profile and Google+ features
- Delete entire Google account
- View, enable, or disable web history

Delete profile and remove associated Google+ features
Close entire account and delete all services and info associated with it
Go to 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
- **Disable web history** to prevent accumulation of your digital footprint

Useful Links

A Parent's Guide to Internet Safety	www.fbi.gov/stats-services/publications/parent-guide
Wired Kids	www.wiredkids.org/
Microsoft Safety & Security	www.microsoft.com/security/online-privacy/social-networking.aspx
OnGuard Online	www.onguardonline.gov/topics/social-networking-sites.aspx