



How to stay safe : Facebook

Introduction

In this guide we are going to look at the current Facebook privacy settings which are on offer at time of writing (January 2013).

There are various privacy settings which Facebook currently have in place to keep your child in place which come in three main categories; viewership of information, contact and blocking measures. They have two ways of accessing these areas, a quick short cut style way and a fuller, more detailed approach. Facebook uses informal language to distinguish between each section (such as a section called “Who can see my stuff?”) which must be looked at closely to ensure you fully understand what each section is discussing. There is also a glossary at the end of commonly used terms in this guide – such terms in the glossary are indicated as underlined words.

This guide will explain how to use both the Privacy Shortcut Menu and the more detailed Privacy Settings areas, along with an Ideal Settings table for your child’s Facebook account.

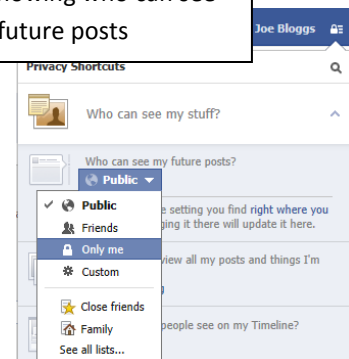
Privacy Shortcut Menu

In this section, you can control who can access what your child posts on Facebook, along with controlling tagging by others in their posts on their wall.

Fig 1 – an overview of Privacy Settings



Fig 2 – showing who can see future posts



You can see in *fig 2* the different permissions required for your **future** posts. The defaults available to your child are Public (anyone), Friends (people who you are on your child’s Friends list), Only me or a custom setting. Facebook have also introduced different lists which are available to you and you can use these groups for permissions as well, such as Family of close friends (as shown

in *fig 2*). Any posts which have been previously made will **not** impacted by the change of this permission and those posts will have to be changed manually.

Ensuring that the correct privacy settings here are set is vital as it allows you to control who can see what your child posts; for example, if post settings are set to Everyone, that means that anyone on the planet (regardless if they have a Facebook account or not) can see what is posted by your child. The Use Activity Log function allows you to control what has been posted and its visibility, who it is visible to and if it is allowed to be visible to others. This can be useful as it allows you to see what

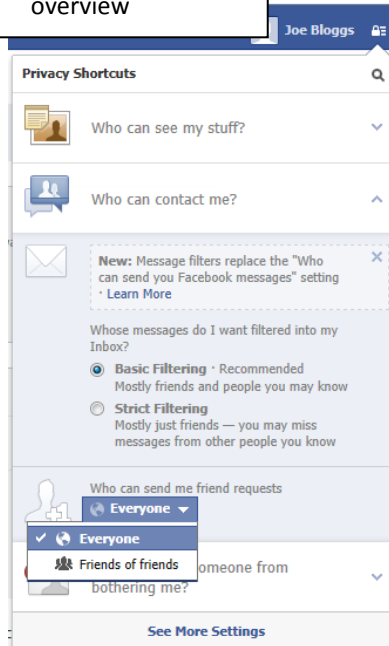


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your child has posted or Liked, view who can see what is posted and allow you to remove it from one screen. It will also allow you to review anything which you have been tagged in.

The next section in the Privacy Shortcuts Menu we will look at is regarding who can contact your child (*fig 3*). There are two main sections in this area, the first regarding filtering and the second regarding friend requests.

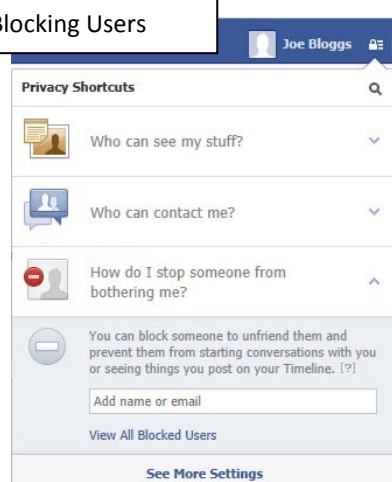
Fig 3 – Contact Settings overview



The filtering of who can send messages is important as you can control who has the ability to communicate and send messages to your child. Basic Filtering allows the majority of Facebook users to send your child a message whereas Strict Filtering allows mostly friends to send messages. There is not currently a filter in place to allow just friends to send messages; the Strict Filtering is a new tool put in place by Facebook and is currently still being developed to make it more accurate (in terms of who can contact who). The Friend Request options allow you to control who can request to be Friends with your child on Facebook; the two options which are available are Everyone or Friends of Friends. Facebook do not have any other options for this area as it would prevent the connection of new friends.

The final section on the Privacy Shortcuts Menu allows you to block users (*fig 4*). This works by typing in a name (if they are

Fig 4 – Blocking Users



currently on your child's Friends list) or by typing in an email address of a known person who you wish to block. There is also an option where you can view a list of people who you have blocked and from there you are able to unblock any users which you have blocked previously.

Using the Privacy Settings short cut menu allows you to control the basics of your child's Facebook account, who can contact them and how they can prevent future harassment. However, to fully protect your child's interests online, you must click onto the See More Settings link at the bottom of the menu to access Facebook's more indepth settings.

Fig 5 – See More Settings

[See More Settings](#)



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Privacy Settings and Tools : Privacy

From the Privacy Settings and Tools section, you can control in more detail the first two sections of the Privacy Shortcuts; who can see what is posted and who can find you. You also have access to sections regarding Timeline and Tagging, as well as a Blocking section.

Fig 6 – Privacy Settings and Tools screen

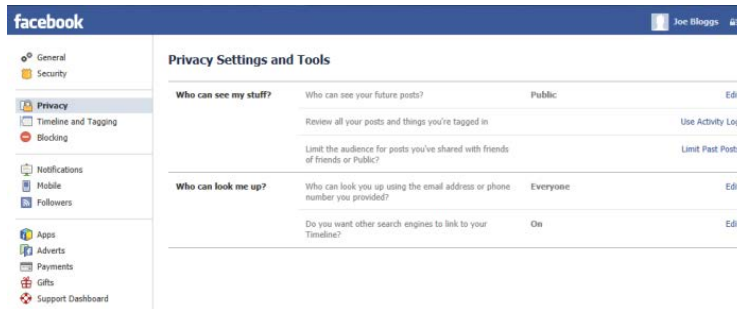
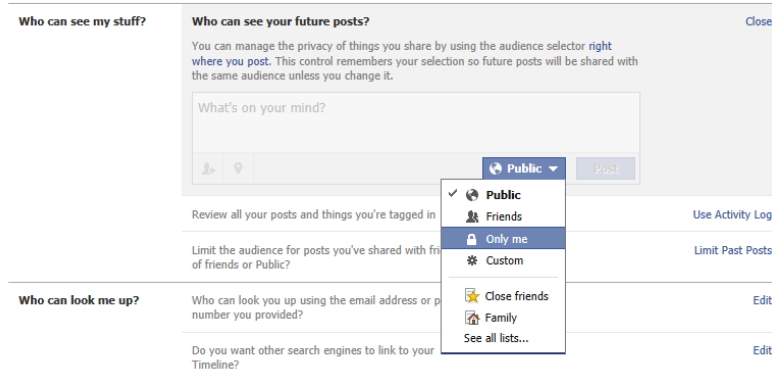


Fig 7 – Changing Future Post permissions

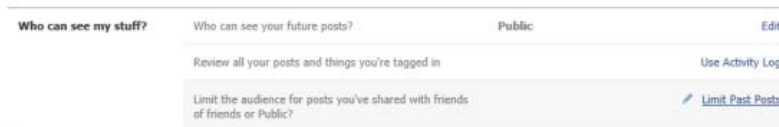
Privacy Settings and Tools



The first section which can be reviewed is who can see **future** posts and the options are shown in Fig 7. The options which are available to you are the same as the Privacy Shortcut Menu. You can also use the Activity Log in the same manner as the Privacy Shortcut Menu, which will allow you to view the permissions of previous posts, as well as who can see them.

Fig 8 – Limit Past Posts

Privacy Settings and Tools



The other setting which is in this section is not visible via the Privacy Shortcut Menu and that is the option to limit who can see what has been posted in the past. This is increasingly useful for users of Facebook who used it before they switched to the Timeline access of posts. Using this option will limit the visibility of past posts which have been made. Since this changes the accessibility of posts, you are asked if you wish to proceed with it and then again asked for confirmation to complete limiting of posts.

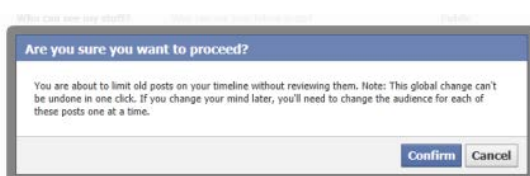


Fig 9 + 10 – Confirmation messages of limiting posts



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Fig 11 – Who can find your account

Privacy Settings and Tools

Who can see my stuff?	Who can see your future posts?	Public	Edit
	Review all your posts and things you're tagged in		Use Activity Log
	Limit the audience for posts you've shared with friends of friends or Public?		Limit Past Posts
Who can look me up?	Who can look you up using the email address or phone number you provided?		Close
	This applies to people who can't already see your email address or phone number.		
	Search engines to link to your	On	Edit

Dropdown menu for 'Who can look me up?':

- Everyone (selected)
- Friends of friends
- Friends

The final section of the Privacy screen is regarding who can find your child's Facebook Timeline and you are provided with three options; Everyone, Friends of Friends or only your Friends. This section is critical as it will allow you to control who is able to find your Timeline.

Fig 12 – Search Engines linking to your Timeline

Privacy Settings and Tools

Who can see my stuff?	Who can see your future posts?	Public	Edit
	Review all your posts and things you're tagged in		Use Activity Log
	Limit the audience for posts you've shared with friends of friends or Public?		Limit Past Posts
Who can look me up?	Who can look you up using the email address or phone number you provided?	Everyone	Edit
	Do you want other search engines to link to your Timeline?		Close
	Please note:		
	<ul style="list-style-type: none"> When this setting is on, it is easier for other search engines to link to your timeline in search results. If you turn off this setting, it may take a while for search engines to stop showing the link to your timeline in their results. 		
	<input checked="" type="checkbox"/> Let other search engines link to your timeline		

The other option which is available is regarding Search Engines (such as Google or Yahoo!) and how they interact with your Facebook Timeline. If the box is ticked then Search Engines will be able to directly link to your Timeline via their search engine. This could prove risky if someone did a search for your child as they would be able to click straight through to

your Timeline, regardless of if they have a Facebook account or not.

Privacy Settings and Tools : Timeline and Tagging

Fig 13 – Timeline & Tagging

Timeline and Tagging Settings

Who can add things to my timeline?	Who can post on your timeline?	Friends	Edit
	Review posts friends tag you in before they appear on your timeline?	Off	Edit
Who can see things on my timeline?	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?	Friends	Edit
How can I manage tags people add and tagging suggestions?	Review tags people add to your own posts before the tags appear on Facebook?	Off	Edit
	When you're tagged in a post, who do you want to add to the audience if they aren't already in it?	Friends	Edit
	Who sees tag suggestions when photos that look like you are uploaded? (this is not yet available to you)	Unavailable	

We will now review the options which are available to you in the Timeline and Tagging section of Facebook. This section is split up into three areas – who can post on your child's Timeline, the visibility of posts on your child's Timeline and managing content on your child's Timeline.

Fig 14 – Who can post

Who can post on your timeline?

- Friends (selected)
- Only me

Fig 14 – Posting Review

Review posts friends tag you in before they appear on your timeline?

Timeline Review controls whether you have to manually approve posts you're tagged in before they go on your timeline. When you have a post to review, just click **Timeline Review** on the left hand side of your Activity Log.

Note: This only controls what's allowed on your timeline. Posts you're tagged in still appear in search, news feed and other places on Facebook.

Disabled (selected)

The first option available to you allows who can post on your child's Timeline – the two options available are your Friends or just your child. The other option available is being able to review what is posted on your child's Timeline before it becomes visible – if this is set to Enabled you are able to moderate your child's Timeline



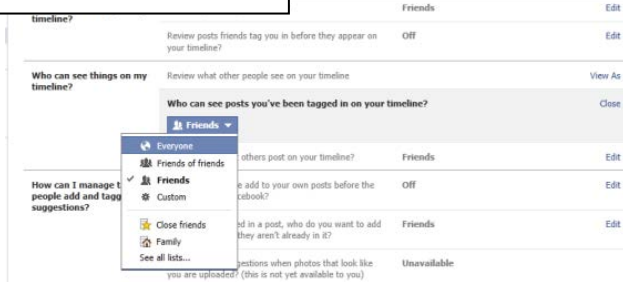
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Fig 15 – View Timeline As



The next section available allows you to customise who can view your child's Timeline and edit who can. Facebook offers you an option to view your child's Timeline as different users, for example from the point of view of someone on your Friends list, someone who is in a Group or someone who is not currently a Facebook Friend. To do this, click on View As and select the option which you wish to view your Timeline as.

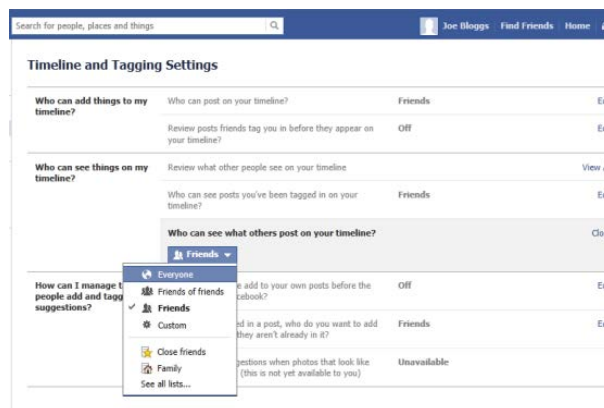
Fig 16 – Who can view posts



The next option available to you is who is able to see the posts which your child have been tagged in (*fig 16*), of which you are given multiple options. You are given the same options as you have seen previously and this is a similar set up for who can see what other people post (*fig 17*). Having different settings for who can see posts from different people

can help you to see what is being posted on your child's Timeline and help them keep separate friendship groups from interacting or conflicting with each other.

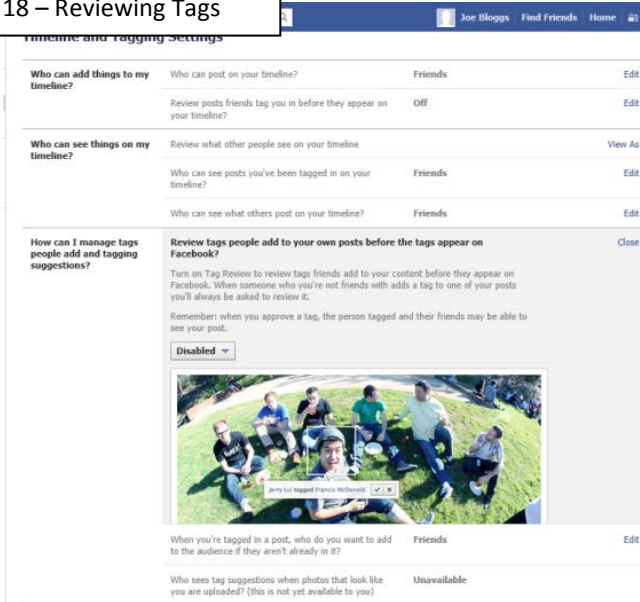
Fig 17 – Who can see what others post





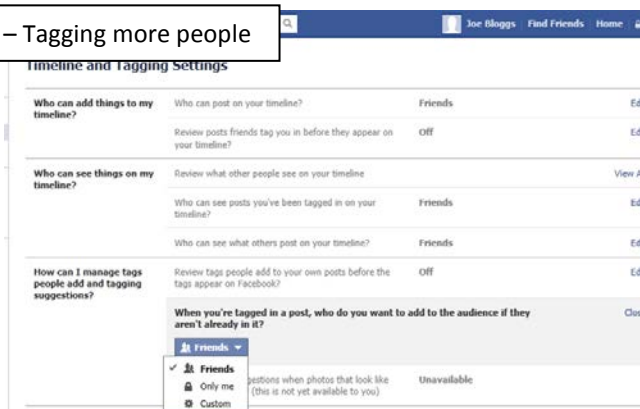
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Fig 18 – Reviewing Tags



The final section which is available to you is to do with Tagging on your child's Timeline. The first option you are presented with is if you want to Review tagged items, such as statuses, pictures or video. If this is set to Enabled then you are able to review anything in which your child has been tagged in.

Fig 19 – Tagging more people



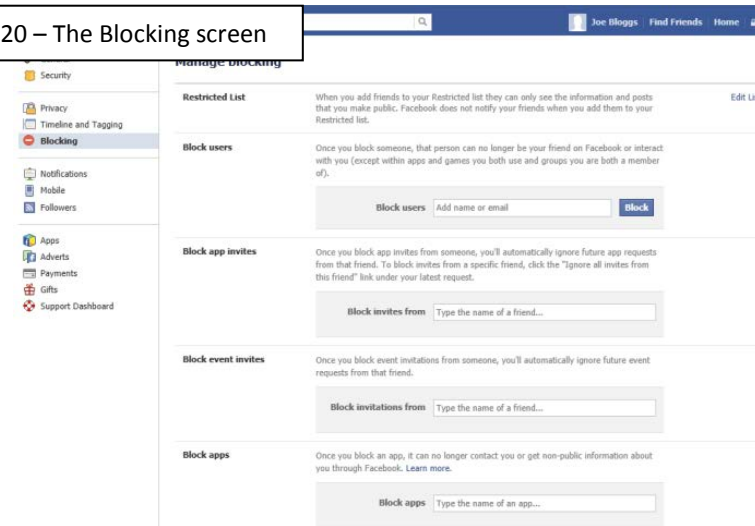
You can also set who else can be tagged into an image, video or piece of text when you yourself have been tagged in it. The options are Friends, Only Me and Custom. The Custom setting allows you to have more control over tagging and the Friends option allows you to tag other friends in an image, status or video which you yourself have been tagged in.



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Privacy Settings and Tools : Blocking

Fig 20 – The Blocking screen



The final set of Privacy options available to you are regarding blocking other Facebook Users from your child's account. The first option you are given is to create a Restricted Friends list, which allows a Friend access to your Timeline and the information which is posted that is set to Public and nothing else.

There are four different types of Block access and they are shown in the table below.

Block Type	Block Description
Block User	This allows <u>users</u> of Facebook to be blocked; they can be blocked by either typing in their name and selecting them (if they are on your Friends list) or by typing in their email address (if known).
Block App Invites	This allows you to block invites to use application from a certain <u>friend</u> or <u>friends</u> .
Block Event Invites	This allows you to block invites to any events which are created on Facebook from a certain <u>friend</u> or <u>friends</u> .
Block Apps	This allows you to block entire applications from being used on your child's Facebook account.

Glossary

Word	Meaning
Everyone	Anyone who can access Facebook, regardless of if they have an account
Friends	Someone who is linked to your child's Facebook account as a Friend
Friends List	A list of people who have access to your child's Facebook page
Friends of Friends	Someone who is linked to your child's friends Facebook page
Group	A group of people on a List
Like / Likes	A way of showing popularity or interest in something
Lists	A way of separating different Friends; Family, School Friends, Club Friends
Permissions	A way of ensuring your child's privacy
Post / Posts / Posted	Adding text, images, audio or video to a Facebook Timeline
Privacy Shortcut Menu	The menu at the top of your screen on the Facebook menu bar
Tag / Tagging / Tagged	Linking someone to a piece of text, image, audio or video on a Timeline
Timeline	Your child's Facebook profile page
Users	People who use Facebook



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Ideal Settings table

Please find below an example table of how your child's Privacy Settings should be set to attempt avoid any dangers

Setting Description	Option
Privacy Screen	
Who can see future posts	Friends
Limit past posts	On
Who can look you up	Friends
Search Engine link to Timeline	Off
Timeline and Tagging Screen	
Who can post on your Timeline	Friends
Review tagged posts before they appear	On
Who can see what you have been tagged in on your timeline	Friends
Who can see what others post on your timeline	Friends
Review tags which are added by others before they appear	On
Who to add when Tagged in a post	Friends