



E-safety factsheet

Facebook guidance for staff working with children



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This factsheet is a guide for staff working with children on how to use the settings functionality within Facebook to keep the information on their site safe, secure and private.

The screenshots and links at the end will hopefully give you the information to:

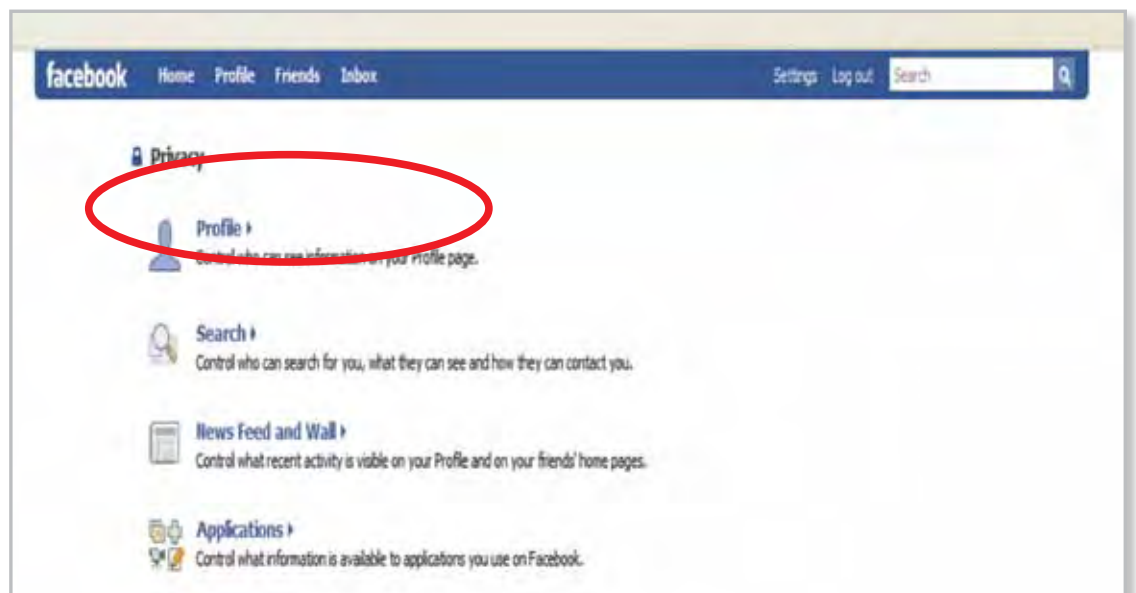
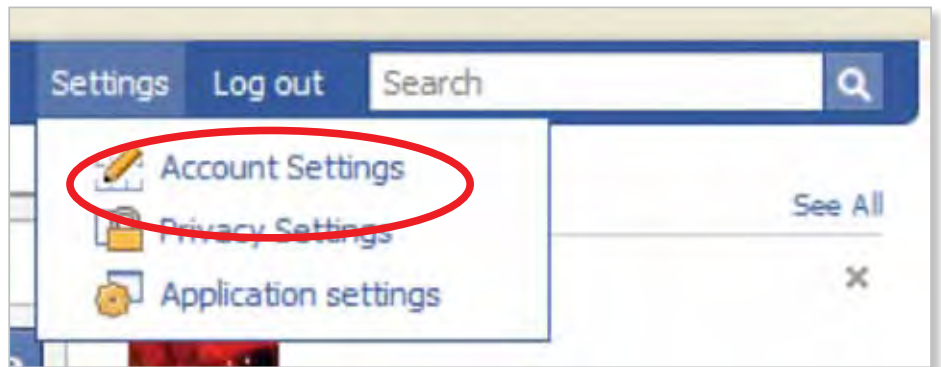
- adjust your privacy settings to help protect your identity
- untag photos.

When using Facebook, you should also think carefully about who you allow to become your friend. Remember, friends have access to your Facebook information including any photographs you have posted!

1. Adjust privacy settings.

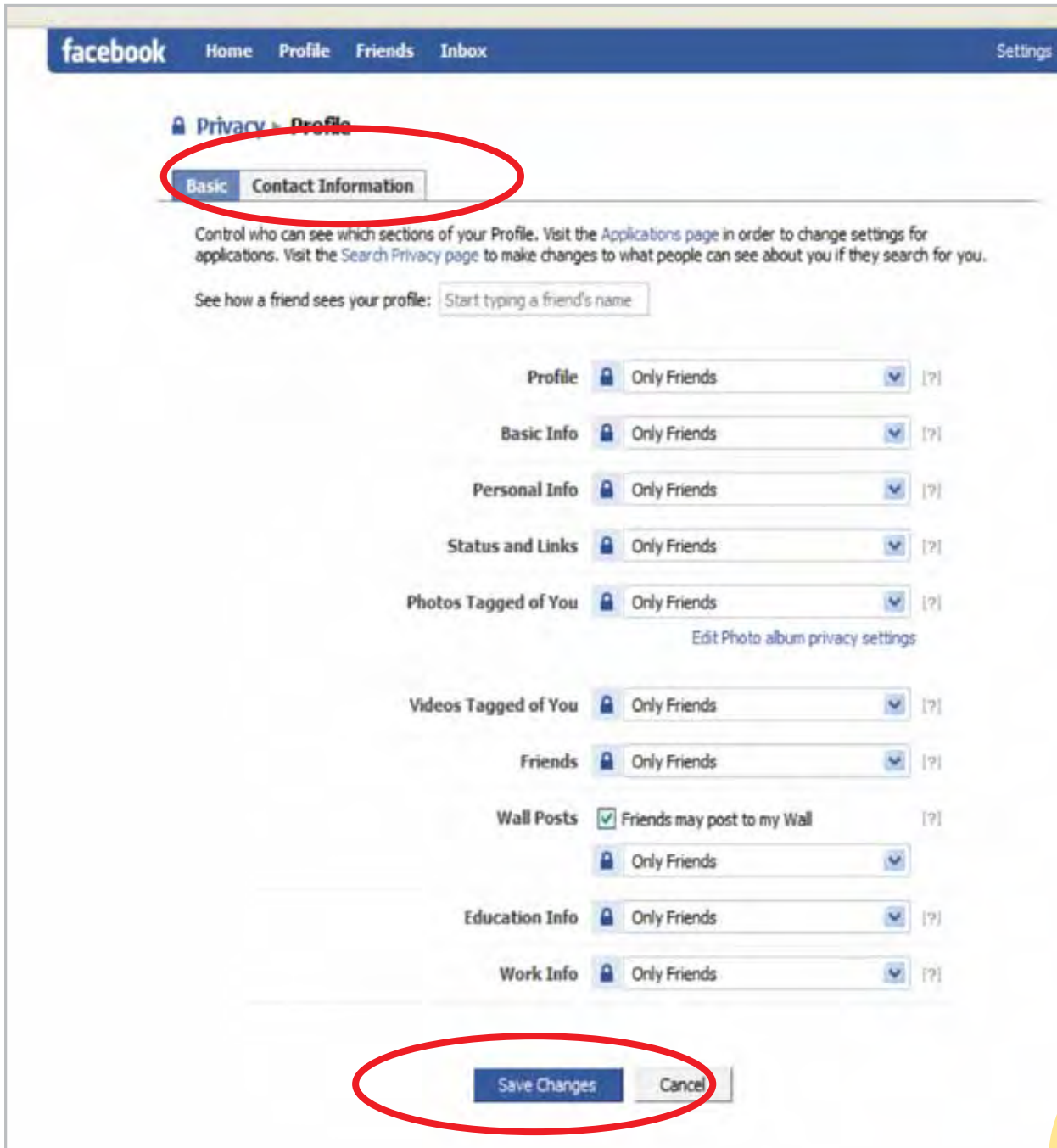
1.1 Open Facebook.

Go to **Settings** on the top right hand corner of the screen and select **Privacy Settings**.



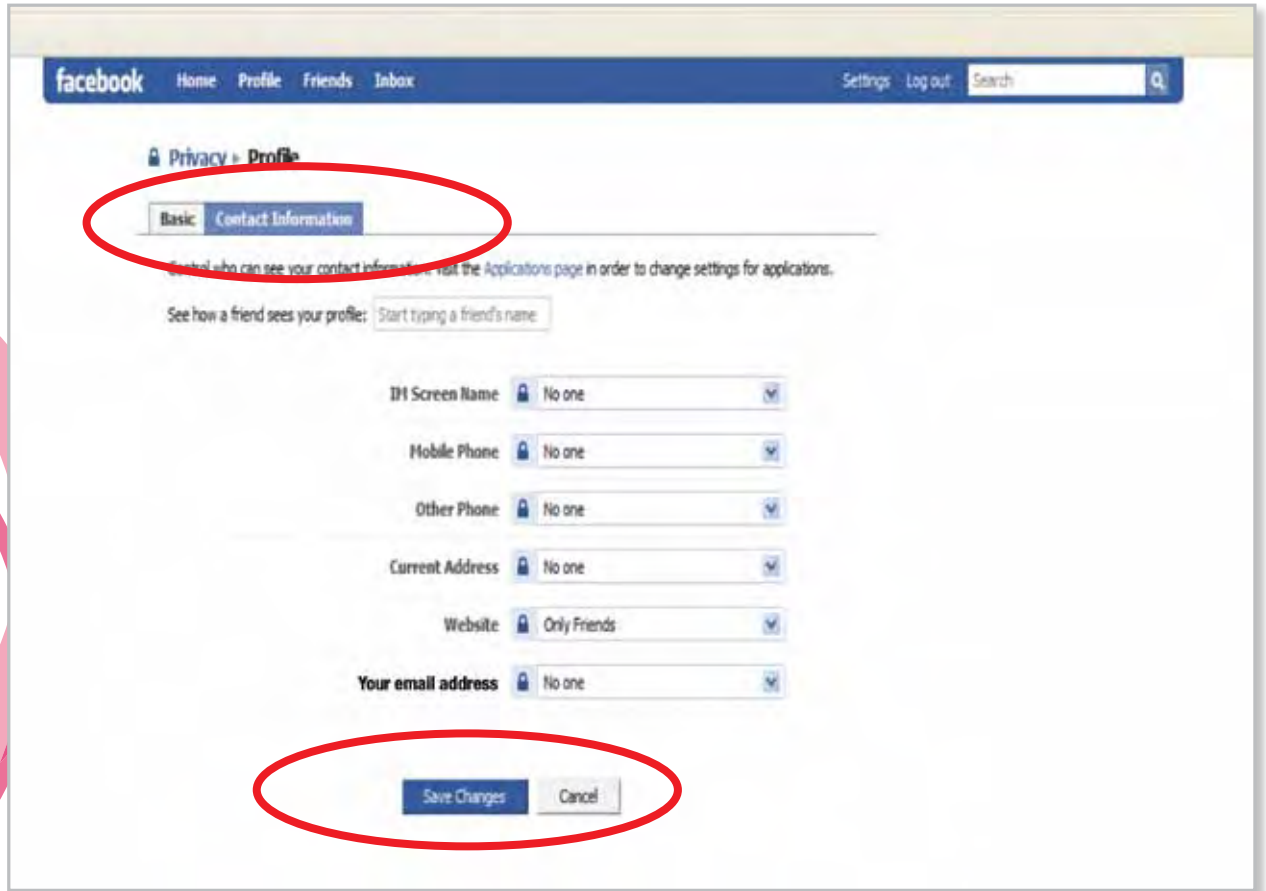
1.3 The first tab showing should be **Basic**.

1.4 Select the **Only Friends** option from the drop down menus for all categories and **Save Changes**.

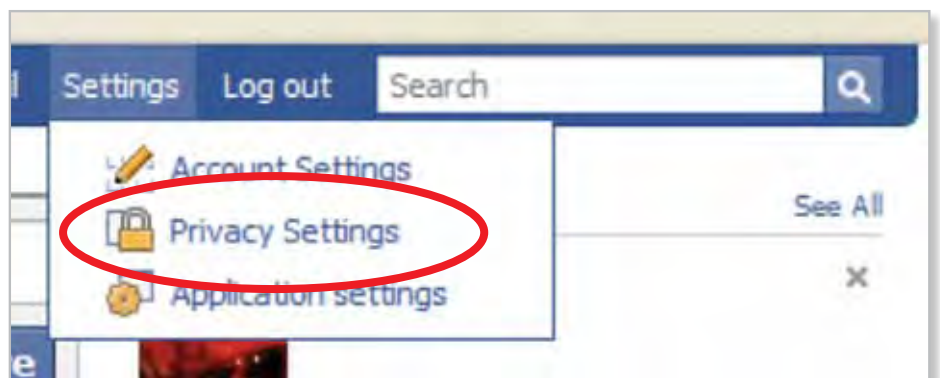


1.5 Click on the tab **Contact Information**.

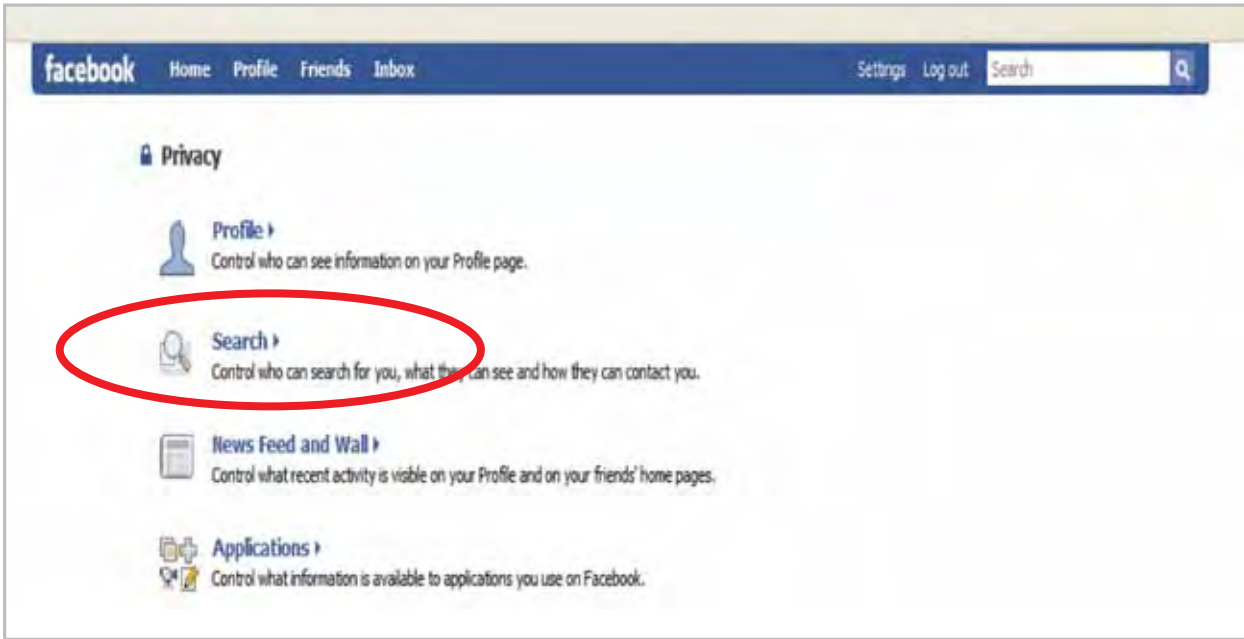
1.6 From the drop down menus, select **No one** except for **Website** and select **Only friends**.
Save Changes.



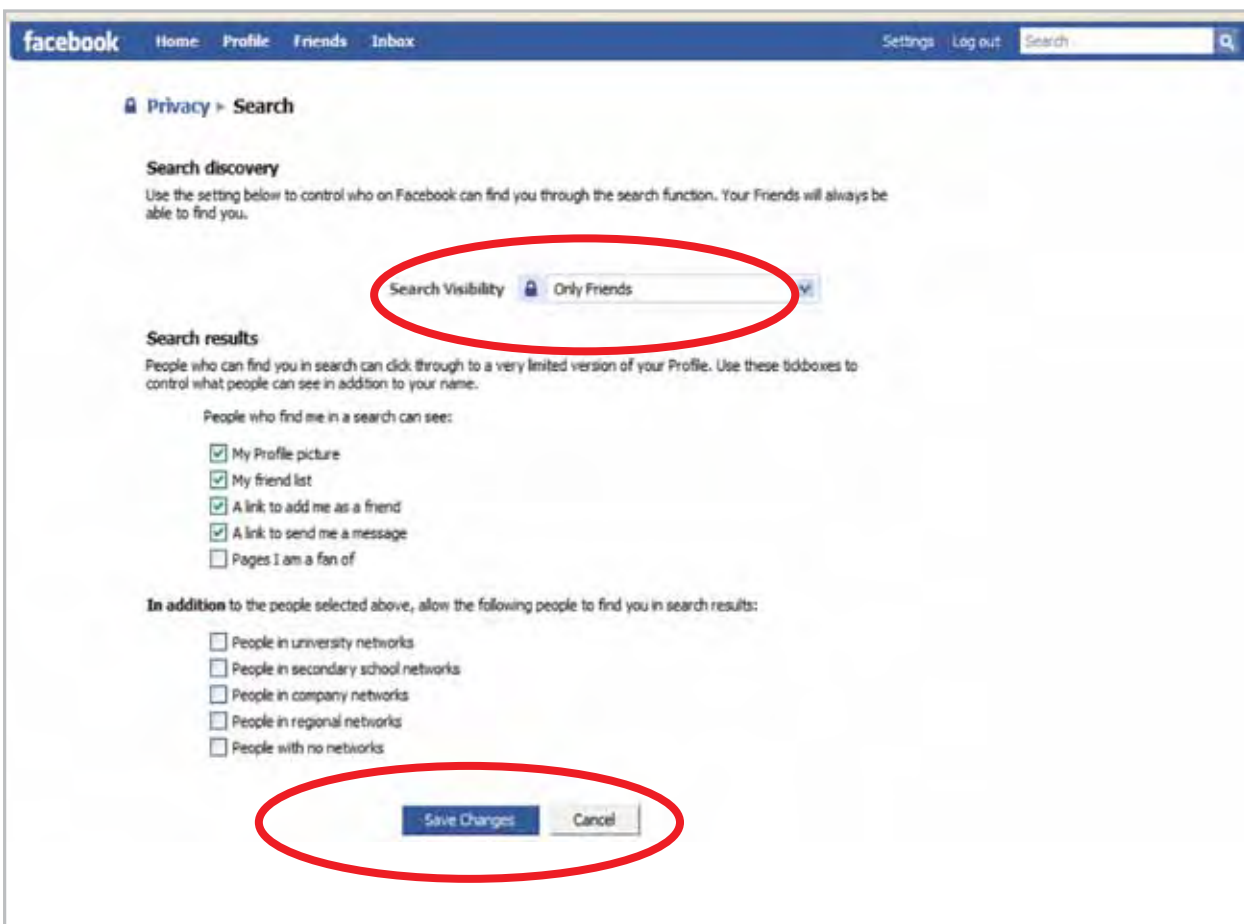
1.7 Go back to Settings. Select **Privacy Settings**



1.8 Select **Search**.

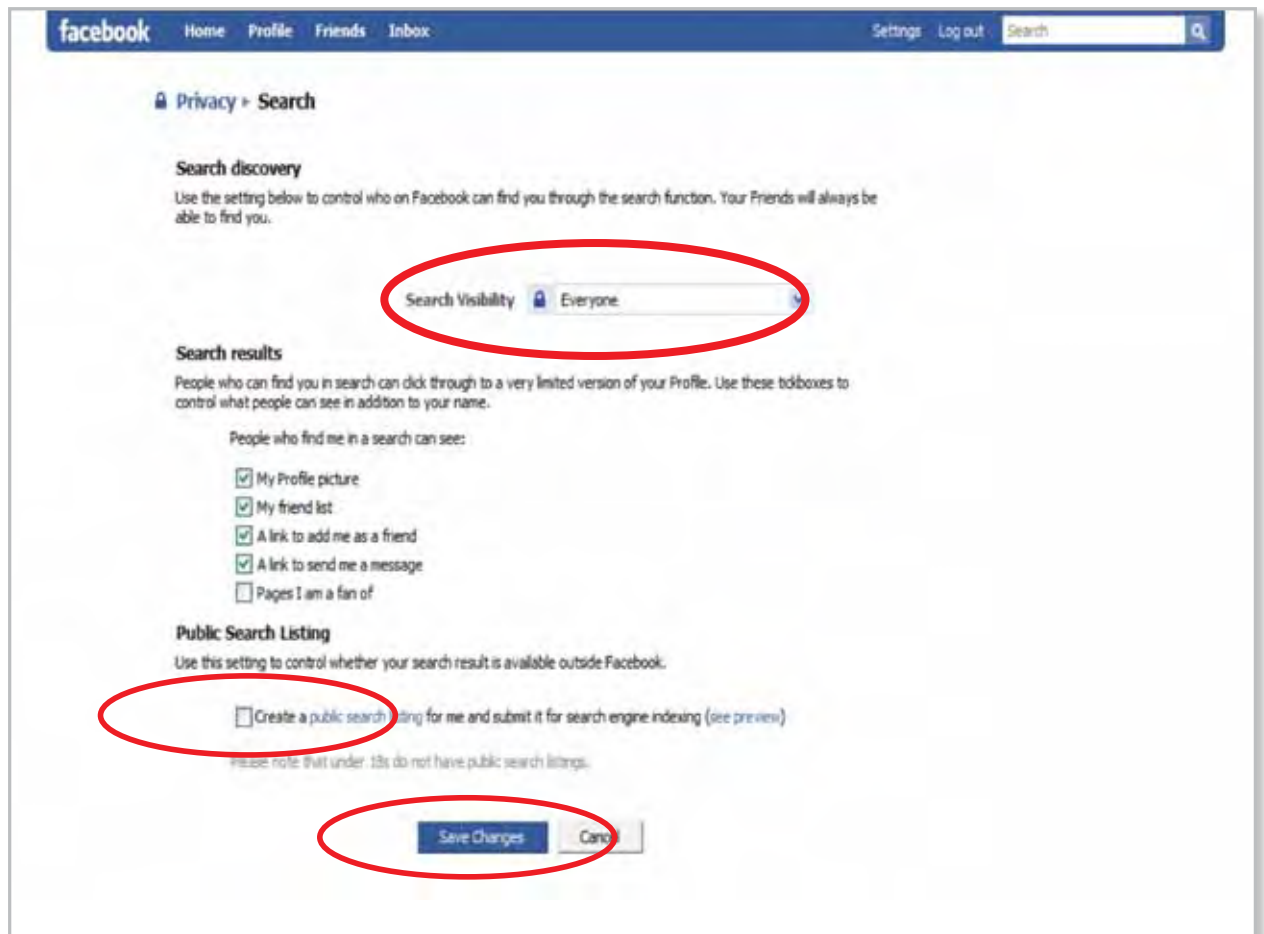


1.9 Select **Only friends** from the drop down menu if you only want people you know to know that you are on Facebook. You can also disable or enable what people see about you on an initial Facebook search. **Save Changes**

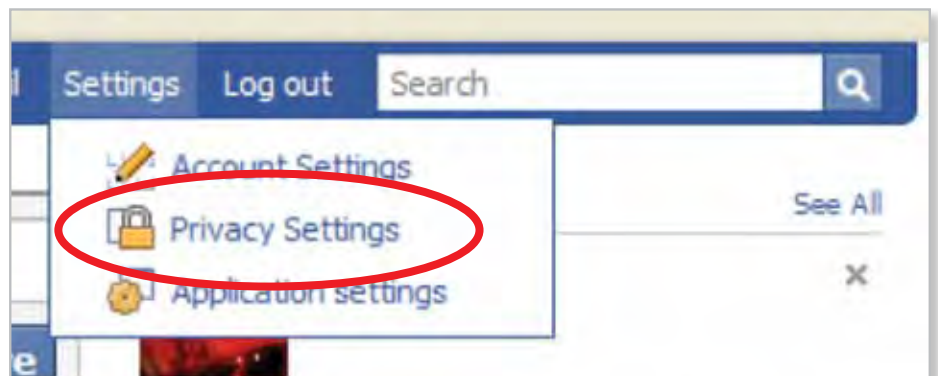


2.0 Select **Everyone** if you want non-friends to search for you on Facebook.

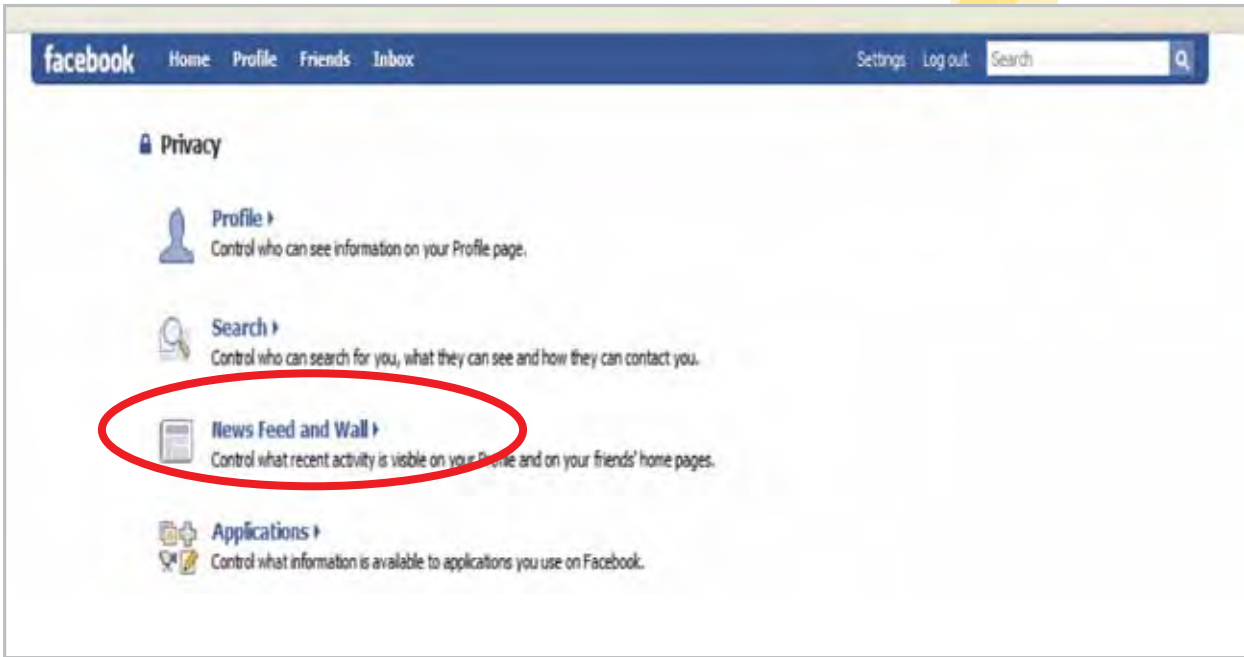
2.1 Leave Create a **public search listing** disabled. If it is enabled, then it allows people using external search engines like Google, Yahoo and MSN to find you on Facebook. There is no benefit to this, as you will only be linking up with people who are on Facebook.



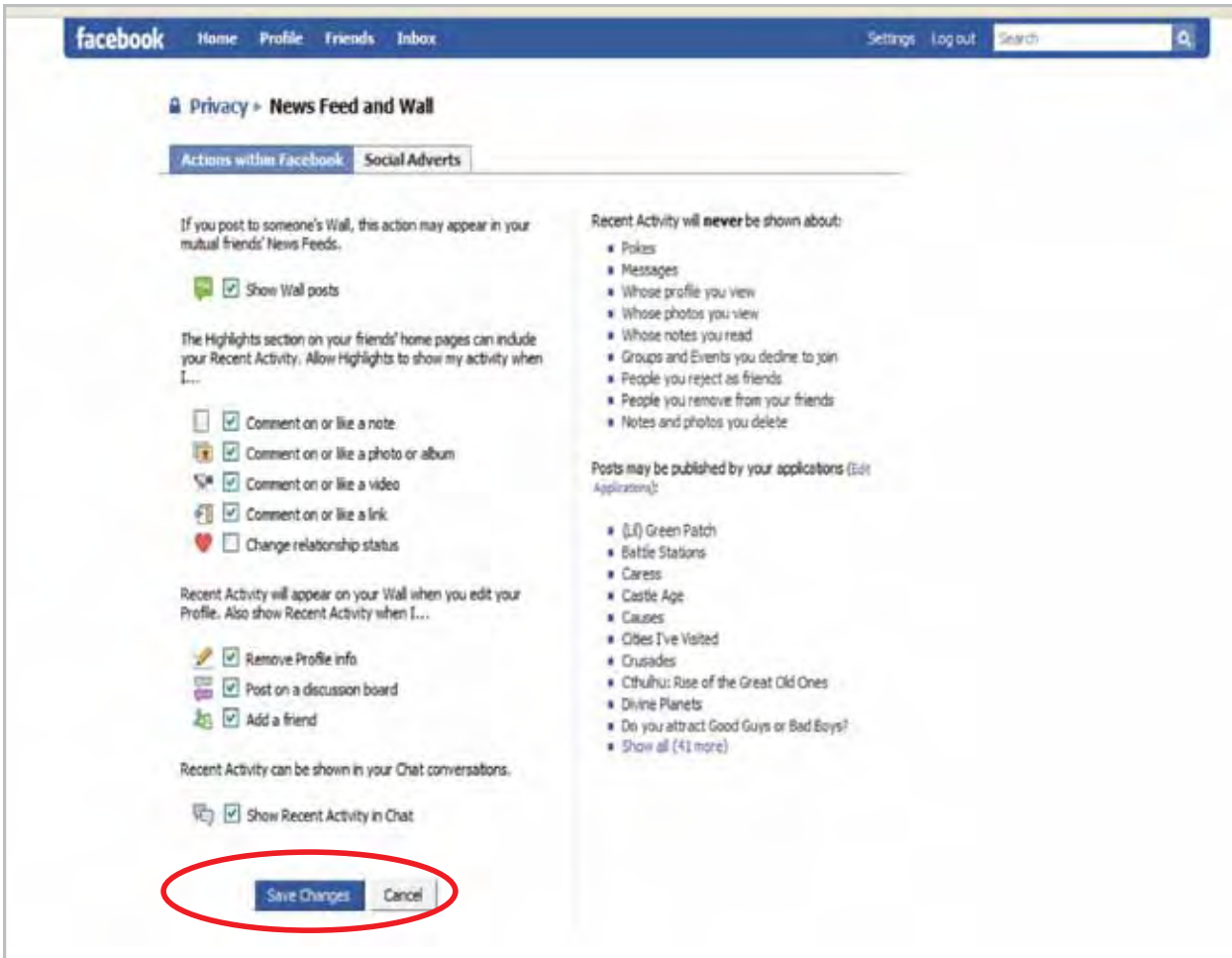
2.2 Go back to Settings. Select **Privacy Settings**.



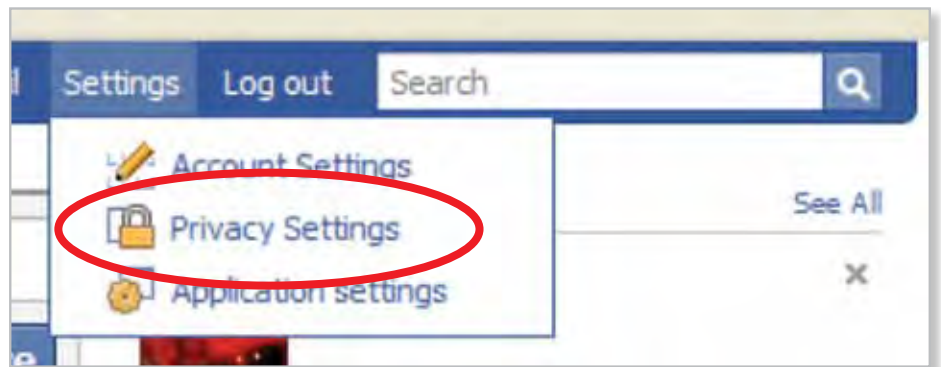
2.3 Select **News Feed and Wall**.



2.4 Be careful about which options you enable. Leave all options disabled, unless it is important to share the information with your friends. Users can choose here what information gets shared via feeds with their friends. Users who do not wish their friends to see what they have posted on discussions boards, or as comments on other people's photos and videos, may wish to disable the relevant options.



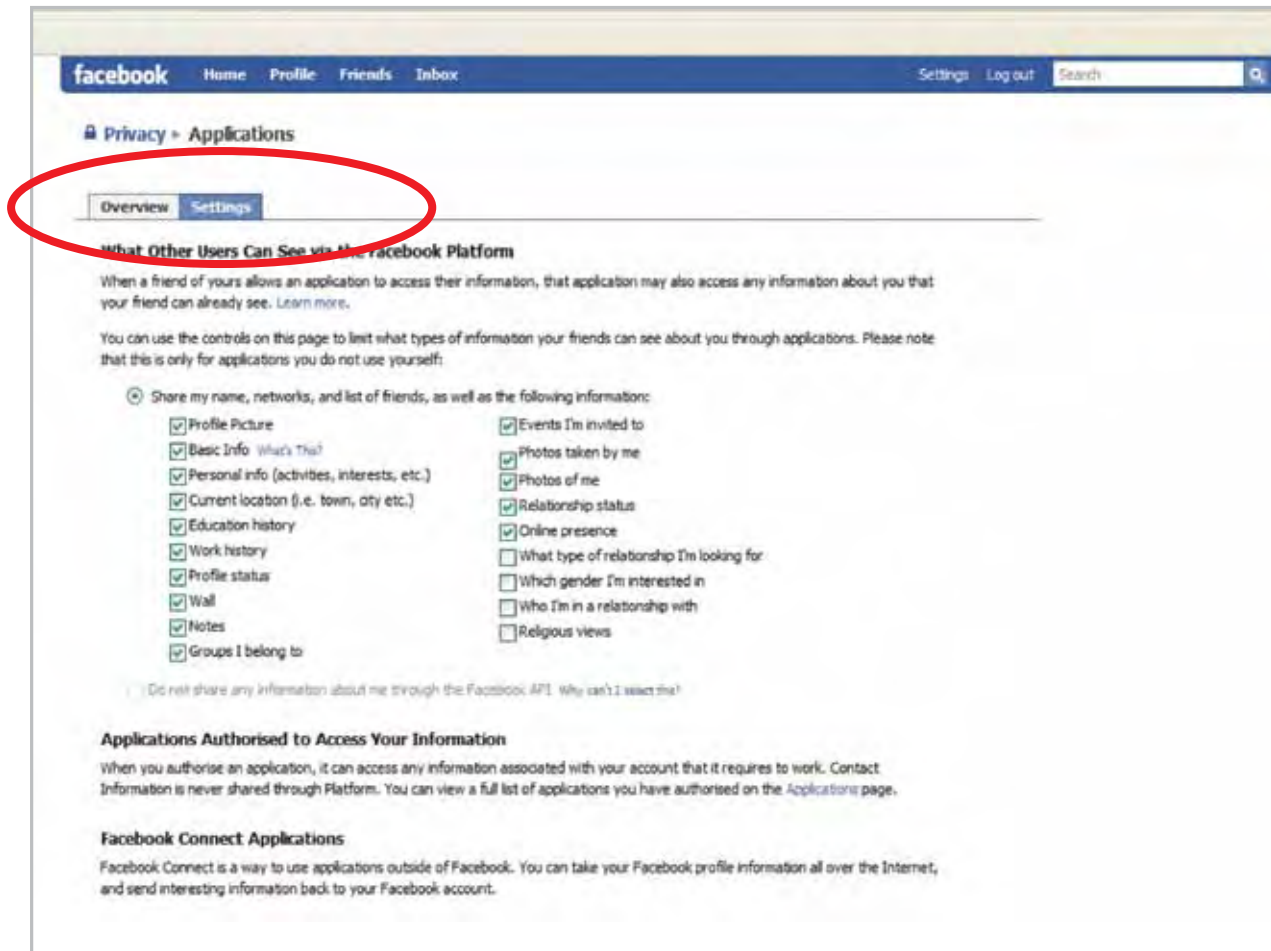
2.5 Go back to Settings. **Select Privacy Settings.**



2.6 Select **Applications.**

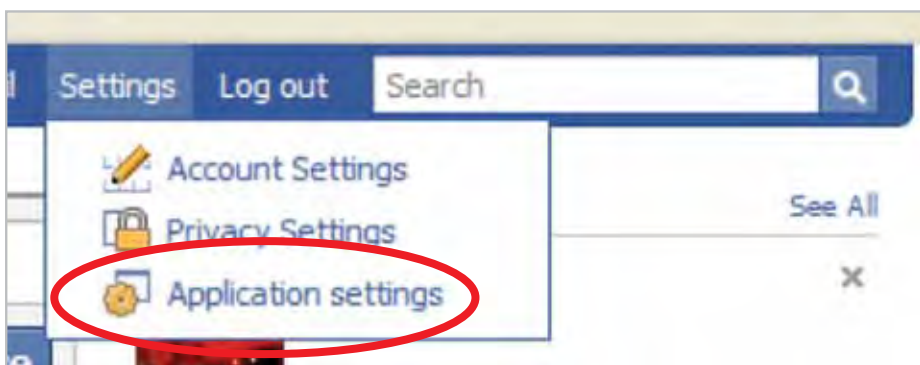


2.7 To control what others see via the Facebook platform, disable or enable options from the Settings tab in **Applications**.



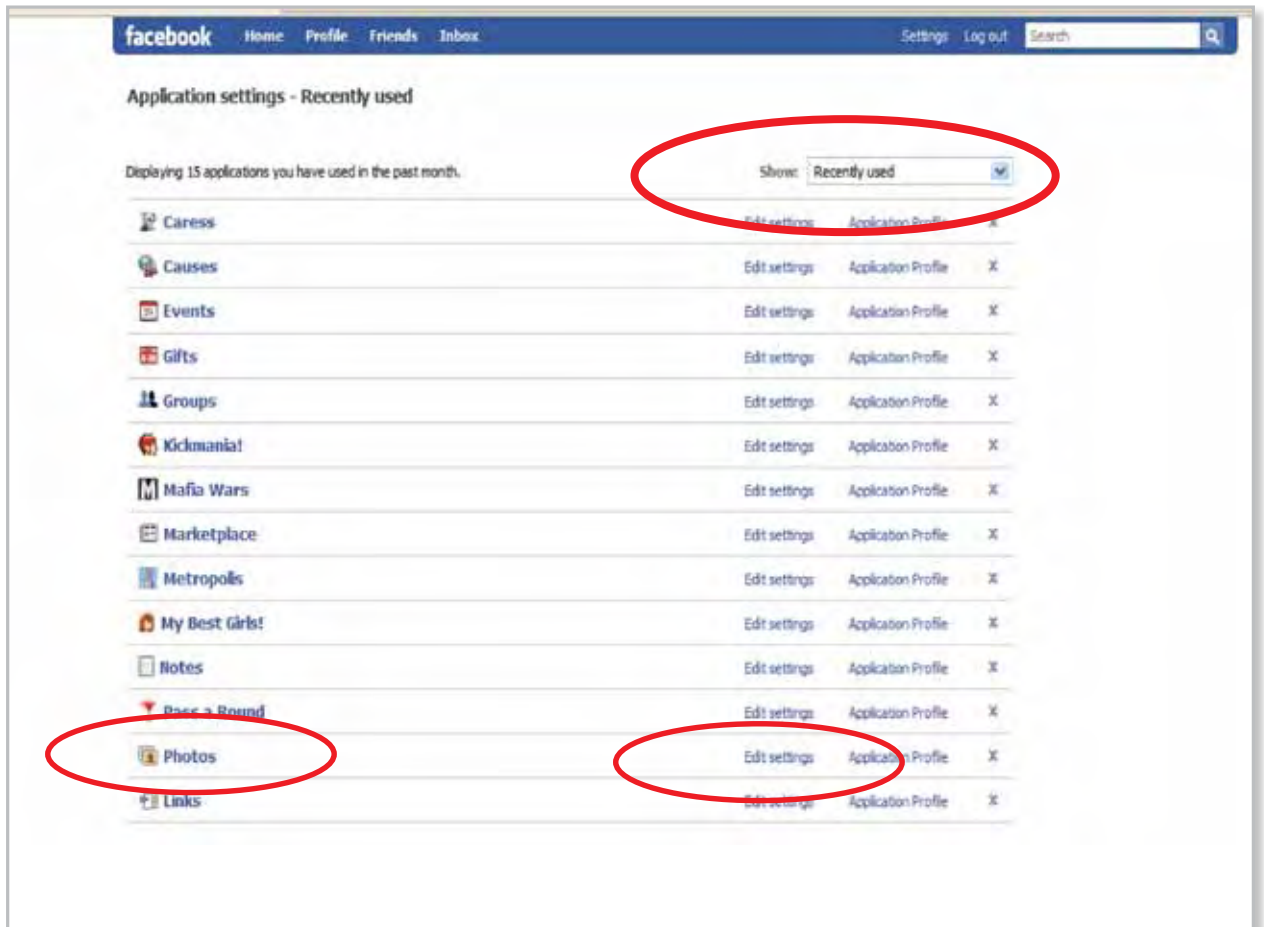
2.8 Facebook also allows you to add extra third party applications to your profile. These have a wide array of uses including giving you a weather forecast, allowing you to doodle graffiti on another person's wall, or telling people who your top friends are. Users should exercise care over which applications they add to their profile, as information can be shared with the application's author. Two commonly used applications supplied by Facebook are the facilities for sharing photos and notes with friends. To check you share these applications with **Only friends**, go to application settings area.

2.9 Go back to Settings. Select **Application Settings**

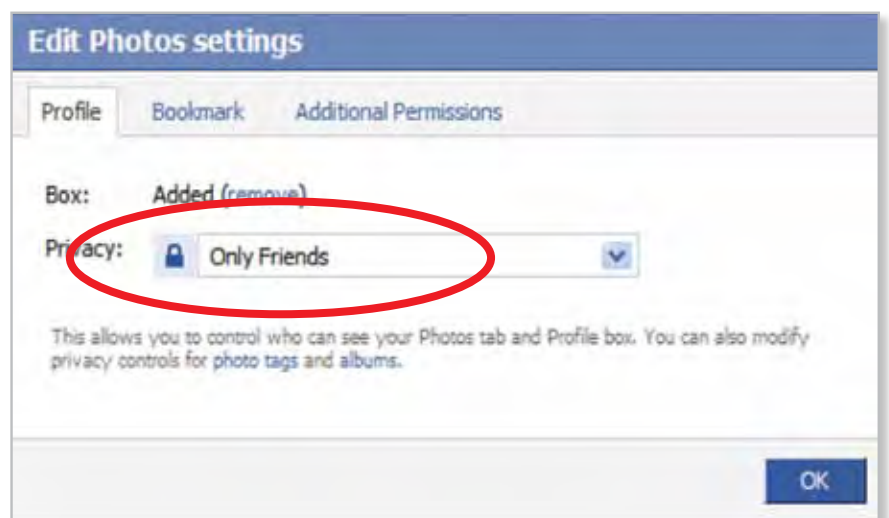


3.0 Use the drop down menu to select recently used, bookmarked and added to profile to display the required application.

3.1 Now select **Photos** and **Edit settings**.



3.1 A dialog box will appear that enables you to use a drop down menu to select Only Friends and click **OK**. Now **Edit settings** for **Photos**.



Tagging

You can only untag photos that you have posted, or if the tag is in your name. To do this, you go to the photo and click on **Remove Tag**.

If it is not your photo or someone else's tag, then you will need to ask them to remove the tag or delete the photo.

Another useful tip to stop friends tagging your photos is to go to **Settings, Privacy Settings, Profile**.

On the basic tab and under **Photos Tagged of You**, select **Custom** and then **Only me**. **Save Changes**.



Chatting to friends on facebook

When chatting with friends on Facebook, it is handy to note that comments made on photos and posts can be seen by all your Facebook friends. If you do not want everyone reading your posts, then you can send messages via the inbox or open Facebook chat if the user is online.

That's it! For further and more detailed information, the following links may be useful:

<http://www.sophos.co.uk/security/best-practice/facebook.html>

<http://kids.getnetwise.org/safetyguide/technology/facebook/facebook-private-audio>



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