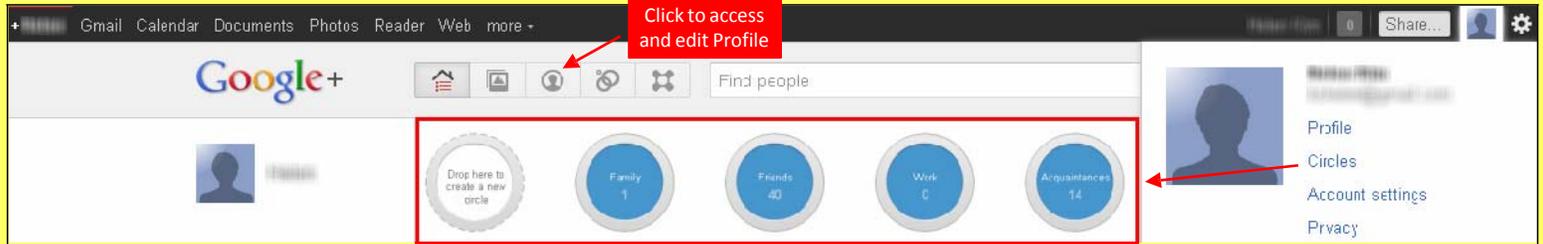


## Social Networks - Do's and Don'ts

- 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.

Click on the parts of your profile you want to edit. Done editing

**Name & Profile Picture are PUBLIC**

This box is PUBLIC. Do not fill out additional information

**Edit Profile**

Select Edit Profile to make changes

Uncheck both

Uncheck

DO NOT add links to other online presences, such as a webpage, Facebook, Twitter, or LinkedIn

Change to Your Circles

Change to Only You

Change to Your Circles

Uncheck top button

Uncheck

Search visibility

## 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**

**Don't Add Phone Number**

**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

**Check as indicated**

**Remove Everyone**

**Change to "Off"**

**Uncheck**

**Uncheck**

**Do not add outside accounts**

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 3<sup>rd</sup>-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

**Delete profile and Google+ features**

**Go to Account Settings > Account Overview**

- **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  
 Wired Kids  
 Microsoft Safety & Security  
 OnGuard Online

[www.fbi.gov/stats-services/publications/parent-guide](http://www.fbi.gov/stats-services/publications/parent-guide)  
[www.wiredkids.org/](http://www.wiredkids.org/)  
[www.microsoft.com/security/online-privacy/social-networking.aspx](http://www.microsoft.com/security/online-privacy/social-networking.aspx)  
[www.onguardonline.gov/topics/social-networking-sites.aspx](http://www.onguardonline.gov/topics/social-networking-sites.aspx)