Twitter Smart Card

Social Network - 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 Twitter Account

Twitter is a social networking and microblogging site whose users send and read text-based posts online. As of July 2014, the site had approximately 284 million daily active users, generating 58 million Tweets and 2.1 billion search engine queries daily.

“Tweets” are short text-based messages—up to 140 characters—that users post to Twitter. A “Tweet” can refer to a post itself or to the act of posting to Twitter. Tweets are public, indexed, and searchable unless protected by the user. Many users never Tweet, choosing only to follow persons or topics of interest.

Hashtags (#topic) are used to mark a keyword or topic in a Tweet. Posts with hashtags are categorized by topics in the Twitter search engine. Hashtagged words that become popular become Trending Topics (ex. #jan25, #egypt, #sxsw).

Mentions (@username) are used to tag a user in a Twitter update. When a public user mentions a private Twitter account, the link to the profile of the private account becomes visible to the public.

Profile Settings

Apply the profile and other settings shown to ensure that your information is visible only to people of your choosing.

Twitter Best Practices

- Avoid using hashtags (#) in updates to avoid being indexed and associated with a topic by Twitter Search.
- Tweet responsibly. Do not provide personal details regarding your whereabouts or activities in your posts.
- Do NOT share links to personal photos or other online profiles on Twitter.
- Do NOT allow Twitter to use your location on mobile devices.
- Switch your Twitter username quarterly to limit your account exposure.
Twitter Smart Card

**Account Settings**

Apply the Groups, Companies, & Applications settings shown below to minimize the amount of information you share with third-parties.

- **Username**
  - Username can’t be blank

- **Email**
  - Email will not be publicly displayed. Learn more

- **Language**
  - English

- **Time zone**
  - (GMT-04:00) Eastern Time (US)

**Content**

- **Country**
  - United States

- **Tweet media**
  - Do not include items that may be sensitive

- **Tweet translation**
  - Show Tweet translations

**Your Twitter archive**

- Request your archive

**Deactivating / Delete Your Twitter Account**

To deactivate your account, go to Settings and select Account. At the bottom of the page, click Deactivate my account. You can only reactivate the account within 30 days after deactivation.

**Security and Privacy Settings**

Apply the Groups, Companies, & Applications settings shown below to minimize the amount of information you share with third-parties.

- **Security**
  - Two-factor authentication recommended

- **Require information to reset passwords**

- **Select Do not allow anyone to tag me in photos**

- **Protecting your Tweets**
  - Makes all your posts private. Only those who you approve can access your tweets.

- **Do NOT add locations to your Tweets. Uncheck.**

- **Do NOT allow others to find your account using your email. Uncheck.**

- **Do NOT allow Twitter to use third-party data to tailor your experience. Uncheck both.**

**Notifications & Apps Settings**

Set up notifications to help you track the progression of your posted content. Revoke access to all unnecessary third party applications.

- **Email me when**
  - My Tweets are marked as favorites
  - My Tweets are mentioned
  - My Tweets are retweeted
  - My Tweets are quoted
  - My Tweets get a reply
  - I am following someone
  - I am sent a direct message
  - Someone emails a Tweet to me
  - Someone from my address block joins Twitter

**Useful Links**

For more information or questions regarding this card email smartcards@novetta.com

- A Parent’s Guide to Internet Safety

- Privacy Rights Clearinghouse
  - [www.privacyrights.org/fs/fs18-cyb.htm](http://www.privacyrights.org/fs/fs18-cyb.htm)

- Microsoft Safety and Security
  - [www.microsoft.com/security/online-privacy/social-network](http://www.microsoft.com/security/online-privacy/social-network)

- Online Guardian
  - [www.onguardonline.gov/topics/social-networking-sites.aspx](http://www.onguardonline.gov/topics/social-networking-sites.aspx)