



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.



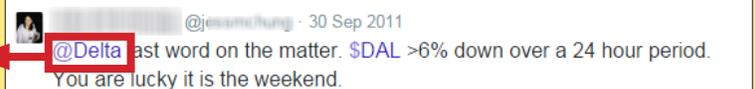
Tweets

“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, #sxsx).

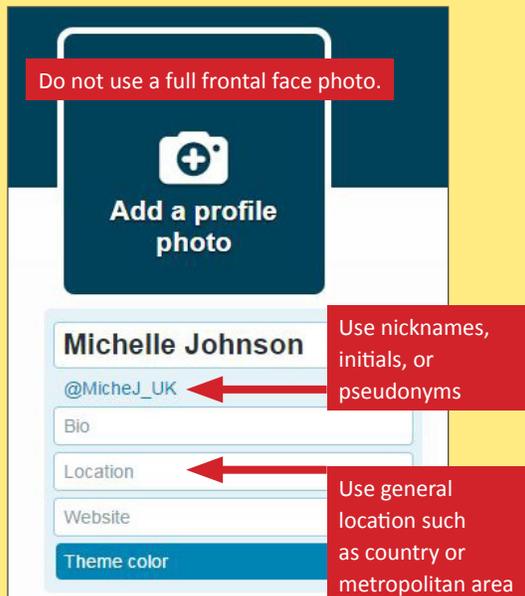


Mentions (@username) are used to tag a user in a Twitter update. When a public user mentions a private Twitter account, the link to the profile of the private account becomes visible to the public.



Profile Settings

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



Account	>
Security and privacy	>
Password	>
Cards and shipping	>
Order history	>
Mobile	>
Email notifications	>
Web notifications	>
Muted accounts	>
Blocked accounts	>
Design	>
Apps	>
Widgets	>

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.



Account Settings

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

Account
Change your basic account and language settings.

Username: Username can't be blank. <https://twitter.com/>

Email: miche81@gmx.com
Email will not be publicly displayed. [Learn more.](#)

Language: English

Time zone: (GMT-04:00) Eastern Time (U)

Content

Country: United States
Select your country. This setting is saved to this browser.

Tweet media:
 Do not inform me before showing media that may be sensitive
 You will see all photos or videos even if they contain sensitive media.
 Mark media I tweet as containing material that may be sensitive
 Please check this box if your Tweets contain sensitive media so that users can be informed prior to viewing.

Tweet translation: Show Tweet translations
Checking this will allow you to translate Tweets that have been translated.

Your Twitter archive: **Request your archive**

You can request a file containing your information. We'll email you a link to the file when it's ready. A link will be emailed to you when the file is ready.

Save changes

Deactivate my account

Change every ~6 months

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.

Review your posted information regularly

Security and Privacy Settings

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

Security and privacy
Change your security and privacy settings.

Security

Login verification:
 Don't verify login requests
 Send login verification requests to my phone
 You need to add a phone to your Twitter account to enable this feature on the web.
 Send login verification requests to the Twitter app
 Approve requests with one tap when you enroll in login verification on Twitter for iPhone or Twitter for Android. [Learn more](#)

Password reset: Require personal information to reset my password
By default, you can initiate a password reset by entering only your @username. If you check this box, you will be prompted to enter your email address or phone number if you forget your password.

Privacy

Photo tagging:
 Allow anyone to tag me in photos
 Only allow people I follow to tag me in photos
 Do not allow anyone to tag me in photos

Tweet privacy: Protect my Tweets
If selected, only those you approve will receive your Tweets. Your future Tweets will not be available publicly. Tweets posted previously may still be publicly visible in some places. [Learn more.](#)

Tweet location: Add a location to my Tweets
When you tweet with a location, Twitter stores that location. You can switch location on/off before each Tweet. [Learn more](#)

Delete all location information

This will delete all location information from past Tweets. This may take up to 30 minutes.

Discoverability: Let others find me by my email address

Personalization:
 Tailor Twitter based on my recent website visits
 Preview suggestions tailored for you (not currently available to all users). [Learn more about how this works and your additional privacy controls.](#)

Promoted content: Tailor ads based on information shared by ad partners.
This lets Twitter display ads about things you've already shown interest in. [Learn more about how this works and your additional privacy controls.](#)

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.

Notifications & Apps Settings

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

Activity related to you and your Tweets

Email me when:
 My Tweets are marked as favorites
 By anyone

Tweets I'm mentioned in are marked as favorites
 By anyone

My Tweets are retweeted
 By anyone

Tweets I'm mentioned in are retweeted
 By anyone

My Tweets get a reply or I'm mentioned in a Tweet
 By anyone

I'm followed by someone new

I'm sent a direct message

Someone emails a Tweet to me

Someone from my address book joins Twitter

Note: Private Tweets cannot be retweeted

Direct messages are never visible to the public

Check and set to By anyone

Updates from Twitter

Email me with:
 News about Twitter product and feature updates
 Tips on getting more out of Twitter
 Things I missed since I last logged into Twitter
 News about Twitter on partner products and other third party services
 Participation in Twitter research surveys
 Suggestions about people I may know on Twitter
 Suggestions based on my recent follows

Twitter updates may highlight new security tools or possible risks

Block unknown or unwanted 3rd party applications from accessing your account

Applications
These are the apps that can access your Twitter account. [Learn more](#)

Photos on iOS by Apple®
Whether you're flicking through an album or zooming in to see the smallest detail, you'll be amazed at how sharp, vibrant, and beautiful your photos look. And so will everyone you show them to.
read and write access
Approved: Sunday, March 11, 2012 9:57:28 PM

iOS by Apple®
iOS 5 Twitter integration
read and write access
Approved: Sunday, March 11, 2012 9:56:33 PM

Revoke access

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

A Parent's Guide to Internet Safety
Privacy Rights Clearinghouse
Microsoft Safety and Security
Online Guardian

www.fbi.gov/stats-services/publications/parent-guide
www.privacyrights.org/fs/fs18-cyb.htm
www.microsoft.com/security/online-privacy/social-network
www.onguardonline.gov/topics/social-networking-sites.aspx

