



Digital hygiene guidelines

- **Category:** Protect one's self and others
- **Activity Description:**
Change your facebook account privacy settings
- **Aims (What are you going to learn?):**
At the end of this lesson you will be able to:
 - Understand facebook's privacy settings
 - Control what information is revealed to third parties

- **What are you going to need?**

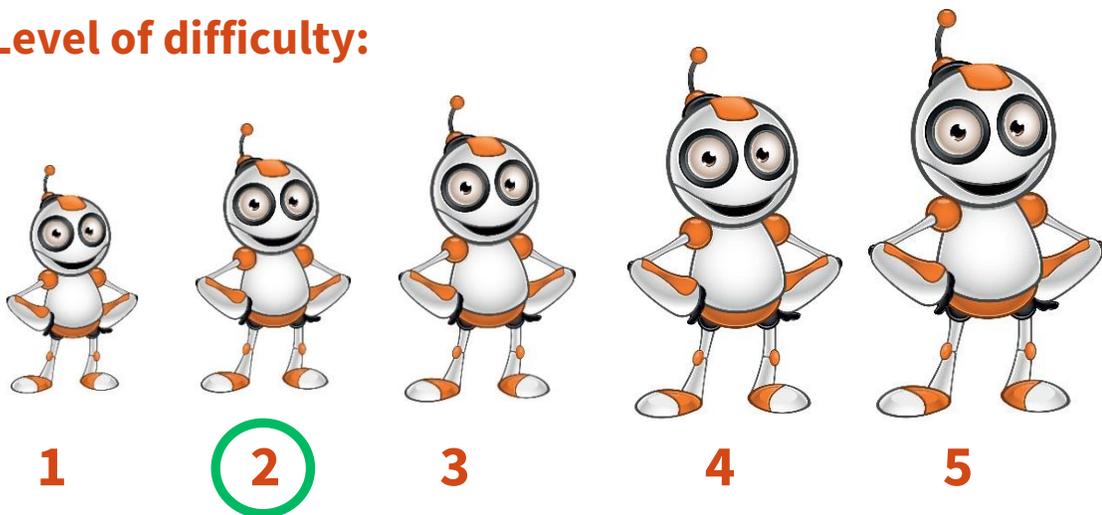
- Software:**

- Web browser
 - facebook account

- **Audience/target group:** Adults

- **Time needed:** 5 minutes

- **Level of difficulty:**



- **Before we start we need to ensure that the user has:**

- basic skills of web navigation
 - a facebook account

- **Related platforms:**

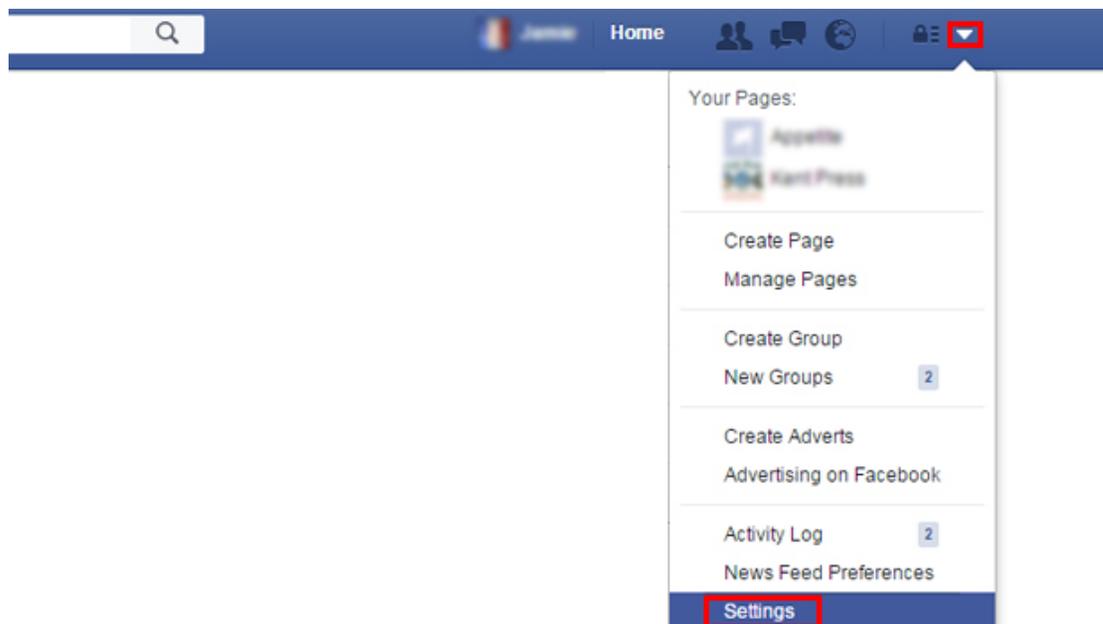
- instagram



STEPS TO UPDATE THE PRIVACY SETTINGS OF YOUR FACEBOOK ACCOUNT

Social media are great to keep in touch with your social circle, but it is imperative to maintain the control of who access your information. Facebook tends to make a lot of your information widely available to the public, but it is advisable that you restricted it.

1. Click at the top right of any Facebook page and choose Settings.



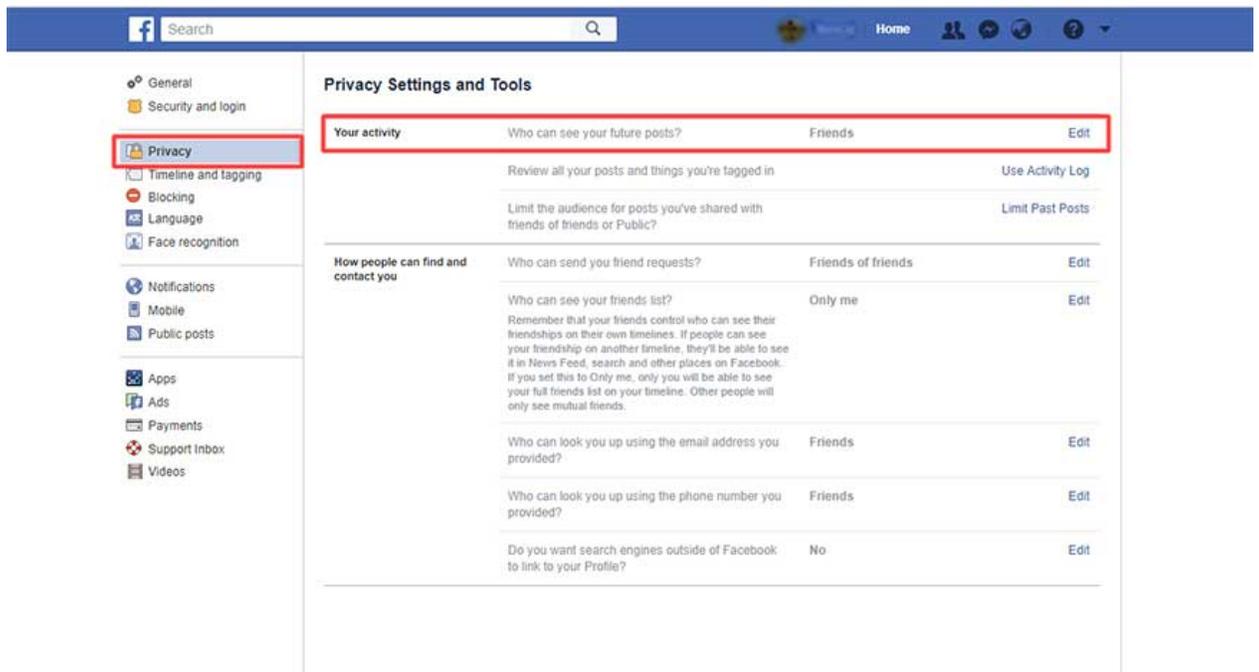
2. Select privacy from the menu on the left.

The screenshot shows the Facebook 'Privacy Settings and Tools' page. On the left, a sidebar menu lists various settings categories: General, Security and Login, Privacy (highlighted with a red box), Timeline and Tagging, Blocking, Language, Face Recognition, Notifications, Mobile, Public Posts, Apps and Websites, Ads, Payments, Support Inbox, and Videos. The main content area is titled 'Privacy Settings and Tools' and is divided into two sections: 'Your Activity' and 'How People Find and Contact You'. Each section contains a table of settings with columns for the setting name, the current value, and an 'Edit' link.

Privacy Settings and Tools			
Your Activity	Who can see your future posts?	Friends	Edit
	Review all your posts and things you're tagged in		Use Activity Log in
	Limit the audience for posts you've shared with friends of friends or Public?		Limit Past Posts
How People Find and Contact You	Who can send you friend requests?	Friends of friends	Edit
	Who can see your friends list?	Friends	Edit
	Who can look you up using the email address you provided?	Everyone	Edit
	Who can look you up using the phone number you provided?	Friends	Edit
	Do you want search engines outside of Facebook to link to your profile?	No	Edit

At the bottom of the page, there is a footer with links: About, Create Ad, Create Page, Developers, Careers, Privacy, Cookies, Ad Choices [D], Terms, Help.

3. You can now place restrictions on your profile activity. In the Privacy section edit the post privacy to 'Friends' opposite to question 'Who can see your posts?' In this way user can limit the number of other users who can check your profile data and your posts.



4. You can restrict yourself from unwanted friend requests and sharing your personal email and contact number by unauthorised user. For doing this, you have to go to privacy section and answer the question 'Who can send you friend request', 'Who can see your friend list' and other similar questions. It is recommended to set the post privacy at 'Friends Only' or 'Only Me' by Facebook for better privacy of a profile.

Facebook Privacy Settings and Tools

How people can find and contact you

Who can see your future posts?	Friends	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 send you friend requests?	Friends of friends	Edit
Who can see your friends list? <small>Remember that your friends control who can see their friendships on their own timelines. If people can see your friendship on another timeline, they'll be able to see it in News Feed, search and other places on Facebook. If you set this to Only me, only you will be able to see your full friends list on your timeline. Other people will only see mutual friends.</small>	Only me	Edit
Who can look you up using the email address you provided?	Friends	Edit
Who can look you up using the phone number you provided?	Friends	Edit
Do you want search engines outside of Facebook to link to your Profile?	No	Edit

Online Dangers

- Never give your password to another person and always keep it in a secure place, i.e. in your head!
- Do not use the same password on multiple sites
- Do not click on the “Remember Password” option on your browser, especially if you are using a public or someone else’s computer.
- Change your password regularly, say every 6 months.



Lesson Assessment

Aims	Yes	No		
Can I navigate to the privacy settings in facebook?				
Do I understand the difference between Friends only, only me, and public?				
Am I fine with the content of all publicly available posts I've made?				