Tips to help you stay safe on Facebook and online

Take control

1 Take some time to make friend lists or create groups

Consider the amount of information you want to share with different people. Do you want to share the same things with your workmates as your best friends? On Facebook, you can create custom lists to limit your sharing. Learn more in our Help Centre: www.facebook.com/help/friendlists

2 Get familiar with your privacy settings

Facebook's privacy settings help you control who can see your stuff on Facebook and how you connect with other people. Check your privacy settings at: www.facebook.com/privacy

Home

Privacy Shortcuts

Who can see my stuff?

Who can contact me?

How do I stop someone from bothering me?

3 Check what your profile looks like to other people

On Facebook you can see exactly what your profile looks like to the public or a specific person by using the 'View As' tool in your privacy short cuts. To find out more about privacy shortcuts visit: www.facebook.com/help/privacyshortcuts

4 Check your activity log

Facebook has an activity log that is only visible to you. This is where you can see and control the privacy of things you've posted on Facebook. Learn more about your activity log at: www.facebook.com/help/activitylog
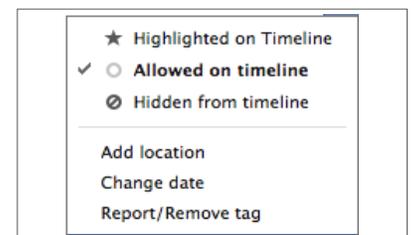
5 Check your audience before you post

Check your audience before you post. Facebook has in-line privacy controls so that you can set your audience – Private, Friends, Friends of Friends, Public – |before you post a status update. Learn more in our Help Centre: www.facebook.com/help/audienceselector

6 Think before you tag and check what you are tagged in

Through activity log, you can untag yourself from photos you're tagged in or use Facebook's social reporting tool to ask someone to remove photos entirely.

★ Highlighted on Timeline
✓ ○ Allowed on timeline
⊘ Hidden from timeline

Add location
Change date
Report/Remove tag

7 Don't share your password

Passwords are not social. Don't share your password with anyone. For additional security tips go to: facebook.com/help/securitytips

facebook

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Learn about reporting and blocking

8 **Learn how to block people**

If someone is bothering you on Facebook then you can block them by choosing the 'block' option on the front of their profile or by entering their name in the 'How do I stop someone from bothering me?' box on the left hand side of your profile. Blocking someone means they will no longer be able to contact you on Facebook.

9 **Learn how to use Facebook's reporting tools**

If someone is bothering you on Facebook or breaking our rules report them to us via the reporting links near each piece on content or via our help center. More information about how to report things on Facebook can be found at www.facebook.com/report

10 **Ask people to take stuff down**

If a friend posts something like an embarrassing photo, which you find upsetting but may not break Facebook's rules use our social reporting tools to ask them to take it down. To learn more about social reporting go to www.facebook.com/report

Stay informed

11 **Talk about internet safety**

If you are a parent then have conversations about safety early and often with your children. One of the best ways to begin a conversation is to ask your teens why services like Facebook are important to them. You might also ask them to show you how to set up your own Facebook account, so you can see what it's all about. Discuss what's appropriate to share online—and what isn't. Check out the Family Safety Centre for more advice: www.facebook.com/safety

12 **Stay up to date on the Facebook Safety Page**

On Facebook, safety is a conversation and everyone has a role. Stay up to date on safety by visiting our page at www.facebook.com/fbsafety

13 **Check Out the Family Safety Centre, the Facebook Help Center and Anti-Bullying Hub**

If you are a parent, teen or teacher and want safety advice then visit our Family Safety Centre: www.facebook.com/safety There's also lots of information in the Facebook Help Centre: www.facebook.com/help

For specific advice about how to deal with online bullying then visit the Facebook Anti-Bullying Hub: www.facebook.com/safety/bullying