

How to Act Online

Facebook Privacy Settings

- ★ Are generally flexible.
- ★ Can be overwhelming and settings often change.
- ★ Can be set to Public posts, which are visible to everyone; or Friends, which can be seen only by your Facebook friends.

Twitter Privacy Settings

- ★ Bio, name and Twitter handle are *always* public.
- ★ When your account is private, only followers you approve can see your tweets.
- ★ A public account means anybody can see what you post and retweet it.
- ★ Tweets can be found when people search for specific #hashtags you use.

Google + Privacy Settings

- ★ Google+ Privacy settings are built around "circles".
- ★ Circles let you organize people you follow into groups based on how you know them.
- ★ Creating and using circles requires more work, but they give you more control over who sees your content.
- ★ Extended Circles include people who are friends of your friends.
- ★ Your name and public posts are searchable and may appear in Google Search results.

LinkedIn Privacy Settings

- ★ By default, visitors have access to your entire profile.
- ★ It's recommended that you allow access to all aspects of LinkedIn if you want to be found by potential employers and recruiters.
- ★ Your LinkedIn activities are shown on your connection's newsfeed, but can be turned off.
- ★ You can see who has viewed your profile and vice versa.

Instagram Privacy Settings

- ★ Photos may show up in Facebook newsfeeds.
- ★ Photos can be tagged.
- ★ Only the taker of the photo can tag people in their photos.
- ★ Instagram gives you the option of posting photos privately so that only people you approve can follow you.

Realizing Our Digital Footprint

- ★ Information is collected about us all the time from third parties online.
- ★ Public online posts are fair game for employers when researching candidates for a job.
- ★ Be proactive with your privacy: Privacy settings are constantly changing.
- ★ Assume everything you post online has the potential to become public.
- ★ Don't post anything with your name signed to it that you don't want to see on a billboard.