



The Perils of Social Networking Sites



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What can you do?

E-Safety – Do's and Don'ts

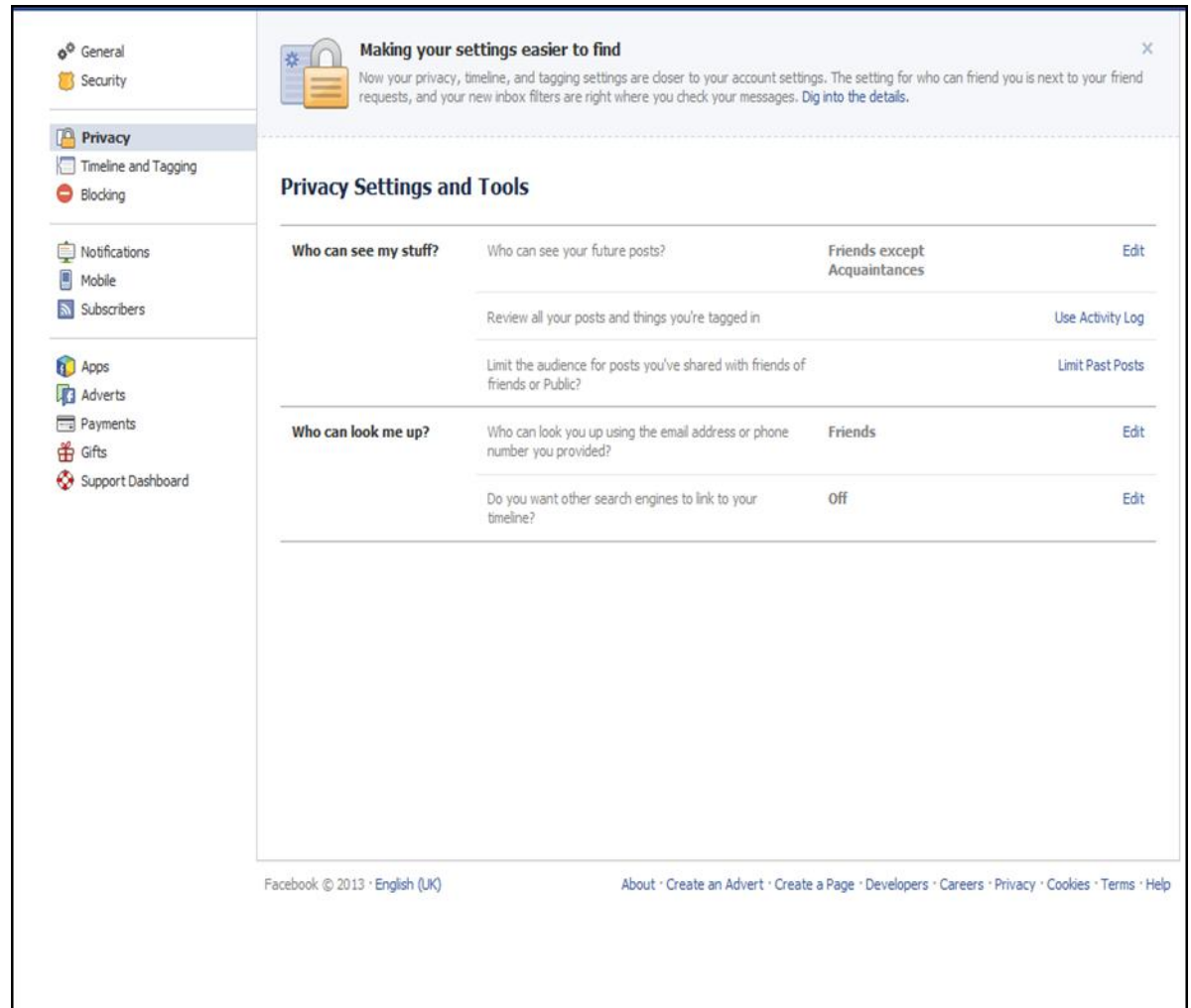
You Should:

- Be aware of the school's email and internet policy
- not post information and photos about yourself, or school-related matters, publicly that you wouldn't want employers, colleagues, pupils or parents to see. You should always consider that others could and would interpret what you post as being unprofessional and offensive
- keep passwords secret and protect access to accounts
- not befriend pupils or other members of the school community on social networking sites. (You should consider carefully the implications of befriending parents or ex-pupils and let school management know if you decide to do this)
- keep personal phone numbers private and not use your own mobile phones to contact pupils or parents
- use a school mobile phone when on a school trip

E-Safety – Do's and Don'ts

- keep a record of your phone's unique International Mobile Equipment Identity (IMEI) number, keep phones secure while on school premises and report thefts to the police and mobile operator as soon as possible
- not personally retaliate to any incident
- keep any evidence of an incident, for example by not deleting text messages or e-mails and by taking a screen capture of material, including the URL or web address;
- Always use the school's email address to correspond with pupils, NEVER use your personal email account
- be aware that if you access any personal web-based e-mail accounts via their school network, that these may be subject to the school's internet protocol which could include monitoring and surveillance
- You can find all this information on the NUT website

Privacy Settings



The screenshot shows the Facebook Privacy Settings interface. On the left is a navigation menu with categories: General, Security, Privacy (selected), Timeline and Tagging, Blocking, Notifications, Mobile, Subscribers, Apps, Adverts, Payments, Gifts, and Support Dashboard. The main content area features a notification banner about easier-to-find settings, followed by the 'Privacy Settings and Tools' section. This section is organized into two main categories: 'Who can see my stuff?' and 'Who can look me up?'. Each category contains several settings with their current values and an 'Edit' link.

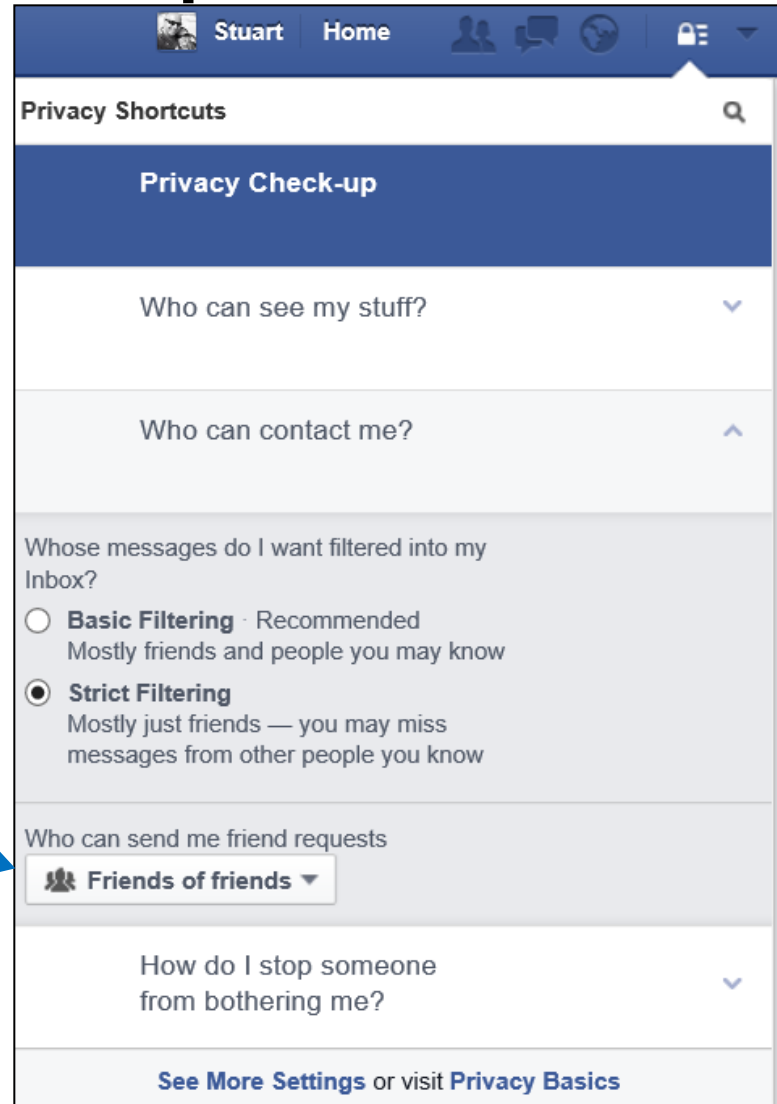
Who can see my stuff?	Who can see your future posts?	Friends except Acquaintances	Edit
	Review all your posts and things you're tagged in		Use Activity Log
	Limit the audience for posts you've shared with friends of friends or Public?		Limit Past Posts
Who can look me up?	Who can look you up using the email address or phone number you provided?	Friends	Edit
	Do you want other search engines to link to your timeline?	Off	Edit

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- Check your privacy settings and amend them

Friend Requests

- To amend this, you'll need to log into your facebook account, click on the padlock icon by Home in the top right hand corner, and select 'Who can contact me'.
- Towards the bottom of the dropdown list, you'll see a section marked 'Who can send me friend requests'.
- You have 2 choices – 'Everyone' or 'Friends of friends'.
- The safest option is the 'Friends of friends'



Avoid the infamous photo-tag and timeline post tag mistake



Go to “Settings” then click on “Timeline & Tagging”

Go to “How can I manage tags...” and make sure the first question is answered ‘On’ so that you can choose if a photo of you or a timeline post can be tagged.

The screenshot shows the Facebook 'Timeline and Tagging Settings' page. The left sidebar contains navigation options: General, Security, Privacy, Timeline and Tagging (selected), Blocking, Notifications, Mobile, Followers, Apps, Adverts, Payments, Support Dashboard, and Videos. The main content area is titled 'Timeline and Tagging Settings' and contains several settings:

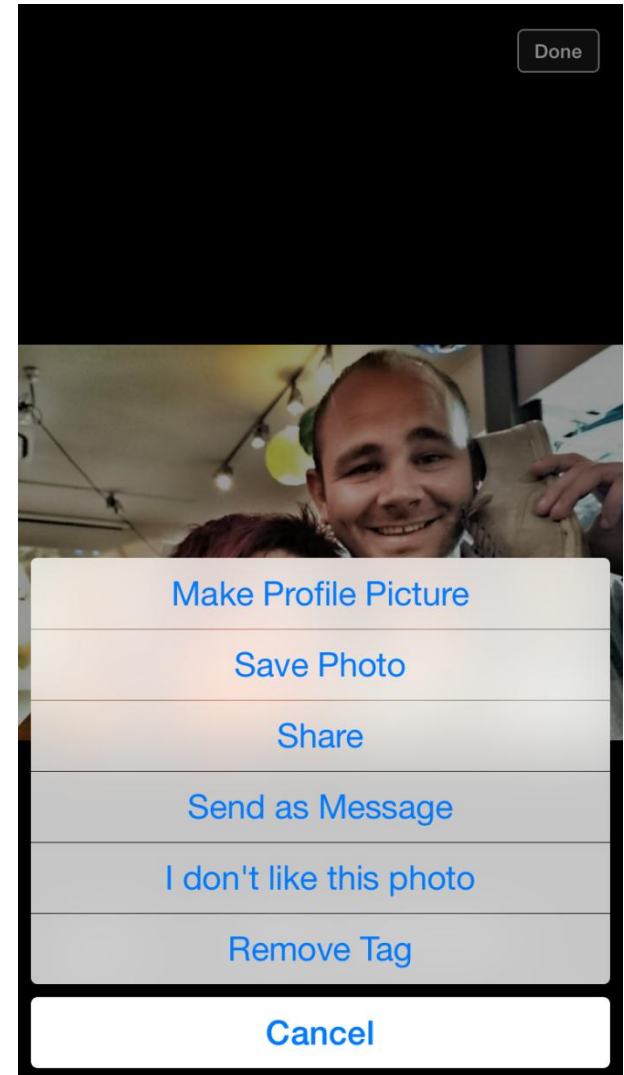
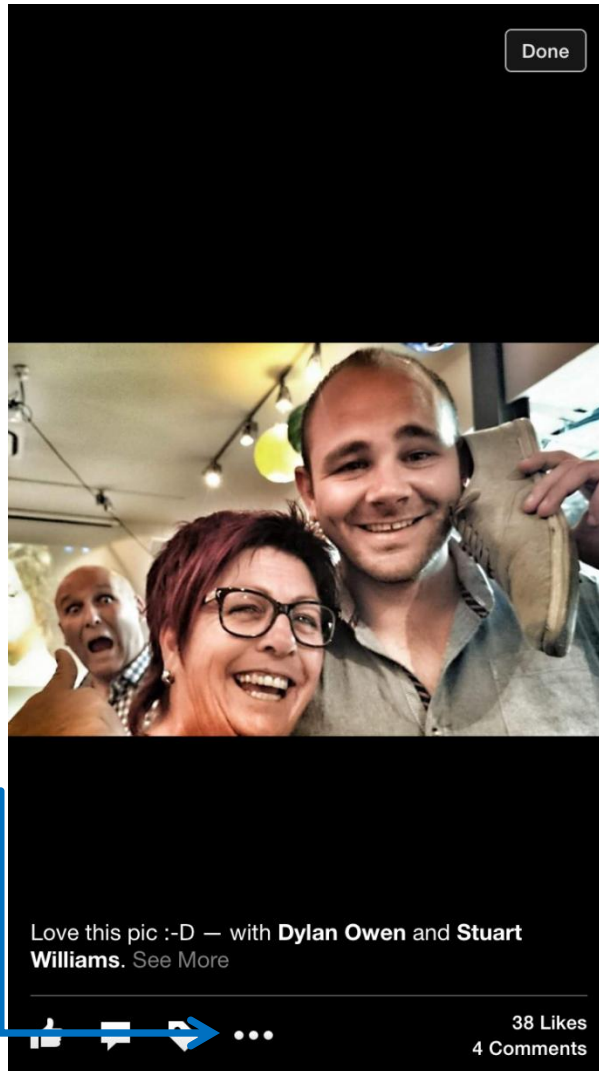
Setting	Current Value	Action
Who can add things to my timeline?	Who can post on your timeline?	Friends
Review posts that friends tag you in before they appear on your Timeline?	On	Edit
Who can see things on my timeline?	Review what other people see on your timeline	View As
Who can see posts you've been tagged in on your timeline?	Custom	Edit
Who can see what others post on your timeline?	Custom	Edit
How can I manage tags people add and tagging suggestions?	Review tags people add to your own posts before the tags appear on Facebook?	On
When you're tagged in a post, who do you want to add to the audience if they aren't already in it?	Custom	Edit
Who sees tag suggestions when photos that look like you are uploaded? (this is not yet available to you)	Unavailable	

Dealing with photos on a Smart Phone

You have a photo that you're tagged in and you want to remove it.

When viewing the photo, tap on the 3 little dots at the bottom of the screen.

Tap 'Remove Tag'



Avoid the infamous photo-tag mistake



Avoid the infamous photo-tag mistake



Avoid the infamous photo-tag mistake

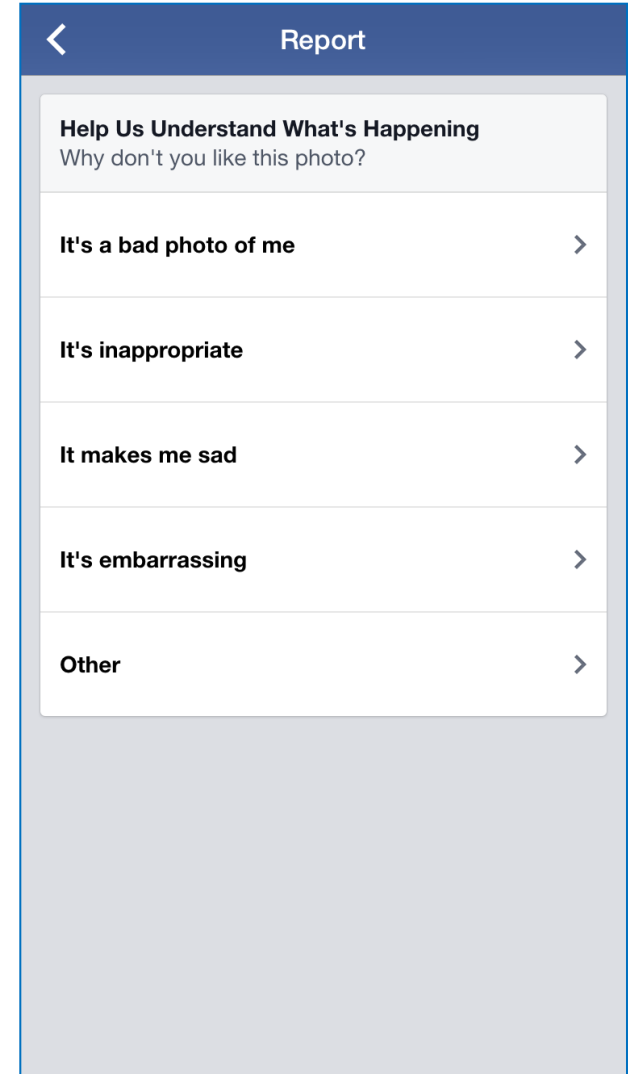
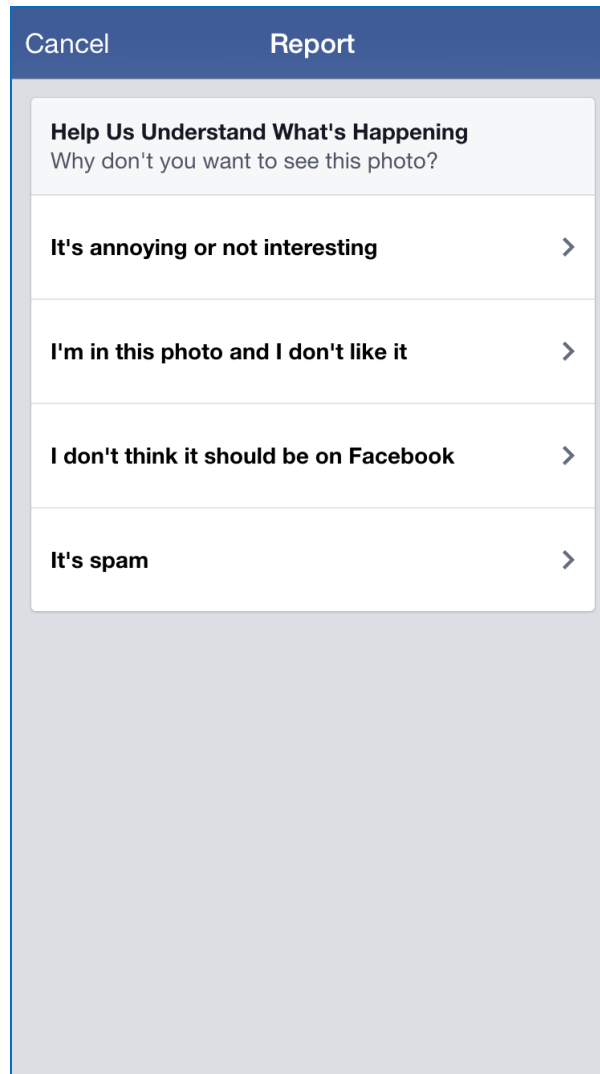


Dealing with photos on a Smart Phone (2)

If you've untagged yourself and want the photo to be taken down, then tap "I don't like this photo" and you can get information on what to do by tapping the relevant reason.

It will advise you to either:

1. Ask you friend to take it down.
2. Unfriend him/her
3. Other advice



Make lists to control who can see what

How to get help

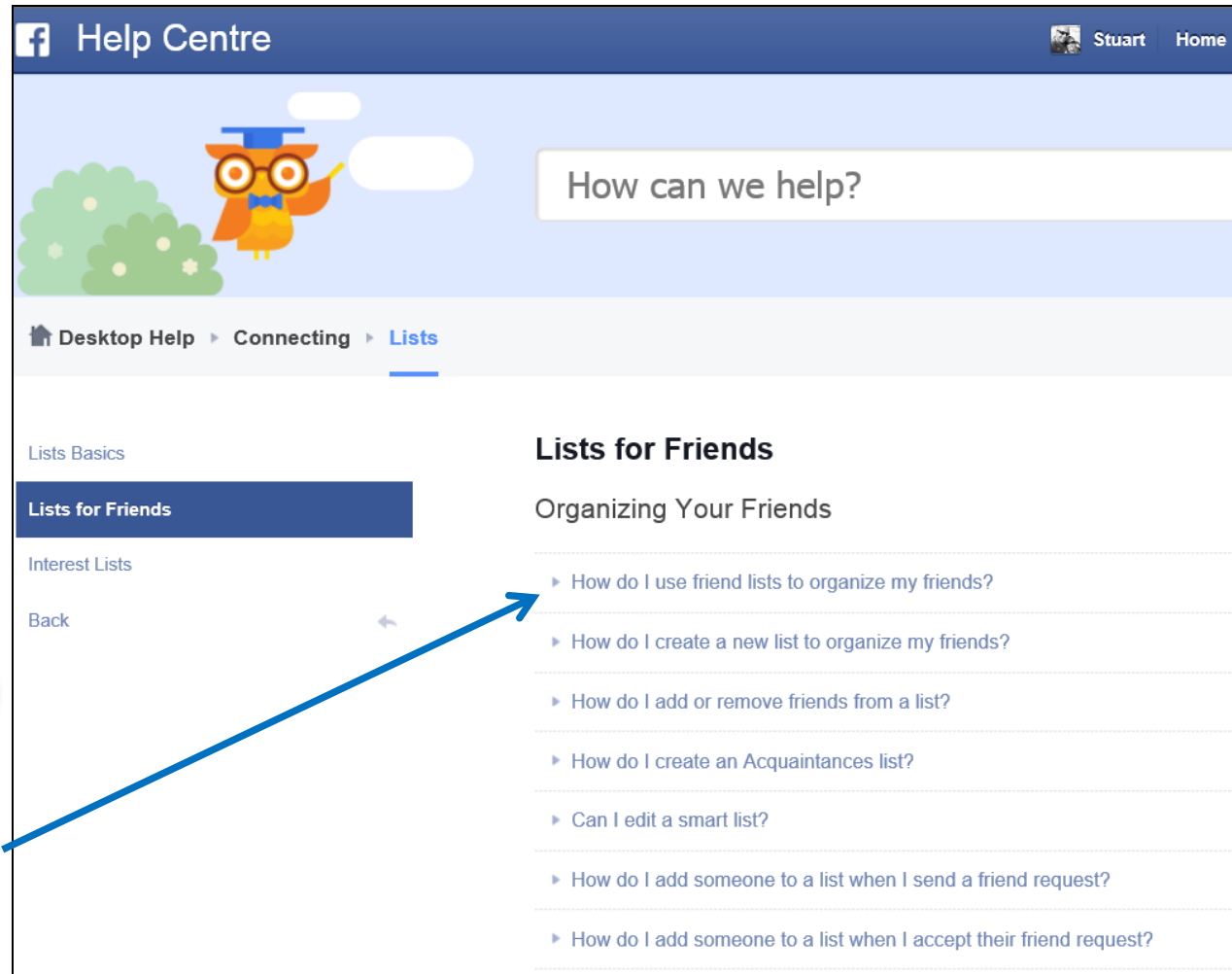
On the right hand side of the Home page, under the Adverts, on the right you'll see the word 'More'. Click on it then click 'Help'.

Then click on "Connecting – Lists – Lists for Friends"

Then you'll get this screen .



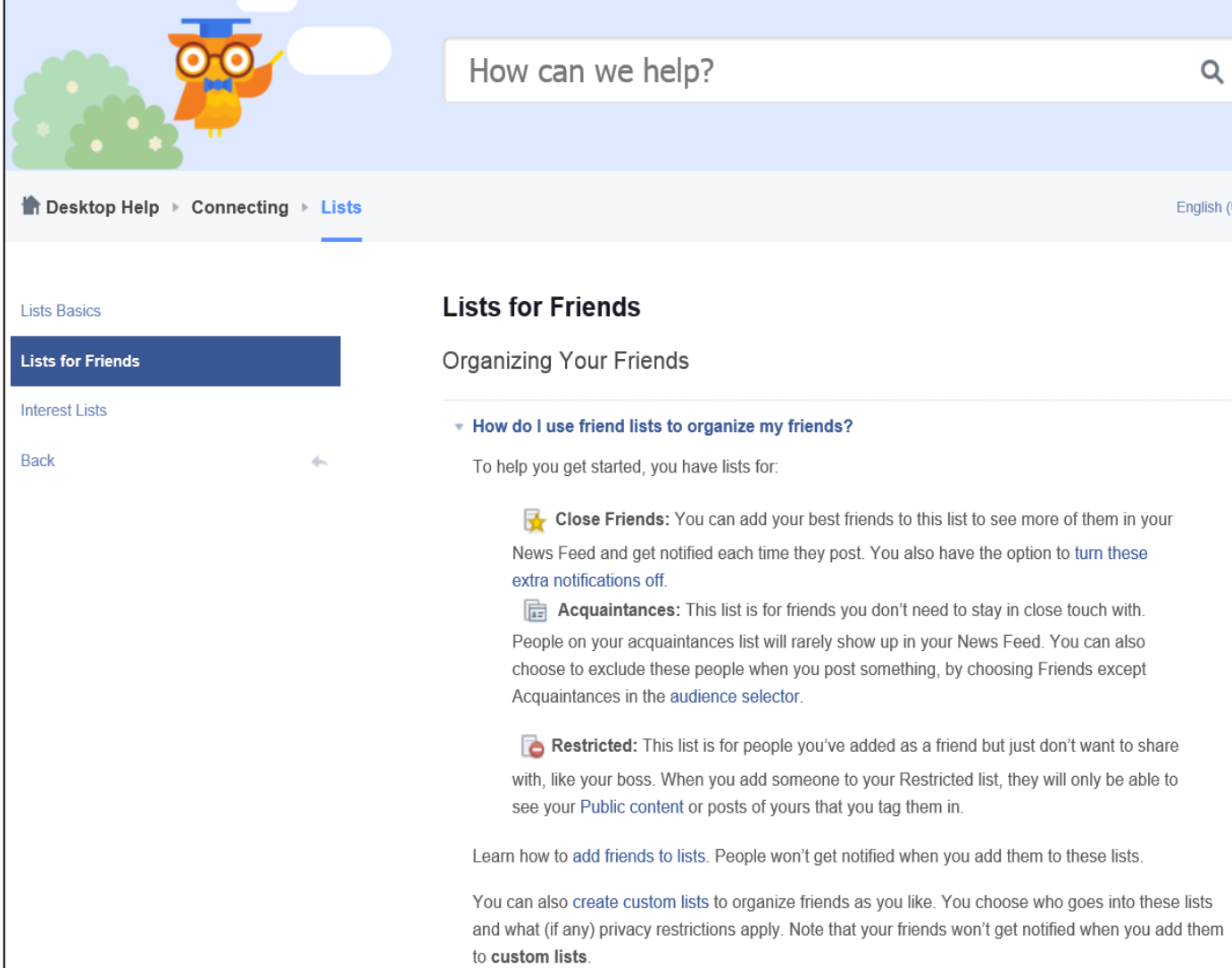
Then click "How do I use friend lists to organize my friends"



The screenshot shows the Facebook Help Centre interface. At the top, there's a blue header with the Facebook logo, 'Help Centre', and a user profile for 'Stuart' with a 'Home' link. Below the header is a light blue banner featuring a cartoon owl character and a search box with the text 'How can we help?'. A breadcrumb trail reads 'Desktop Help > Connecting > Lists'. The main content area is divided into two columns. The left column has a sidebar with 'Lists Basics', 'Lists for Friends' (highlighted in blue), 'Interest Lists', and 'Back'. The right column is titled 'Lists for Friends' and 'Organizing Your Friends', containing a list of help topics with right-pointing arrow icons: 'How do I use friend lists to organize my friends?', 'How do I create a new list to organize my friends?', 'How do I add or remove friends from a list?', 'How do I create an Acquaintances list?', 'Can I edit a smart list?', 'How do I add someone to a list when I send a friend request?', and 'How do I add someone to a list when I accept their friend request?'. A large blue arrow points from the text 'Then click "How do I use friend lists to organize my friends"' to the first help topic in the list.

Close friends, Acquaintances, Restricted Friends

It's important to put your friends in the correct list and put those that you don't want to see anything at all in the Restricted list. You can also create lists of your own.



The screenshot shows the Facebook Help Center page for 'Lists for Friends'. At the top, there is a search bar with the text 'How can we help?' and a magnifying glass icon. Below the search bar is a navigation breadcrumb: 'Desktop Help > Connecting > Lists'. The page is titled 'Lists for Friends' and is part of the 'Lists Basics' section. The main content area is titled 'Lists for Friends' and 'Organizing Your Friends'. A sub-section is titled 'How do I use friend lists to organize my friends?'. Below this, it states 'To help you get started, you have lists for:' and lists three types of lists: 'Close Friends', 'Acquaintances', and 'Restricted'. Each list type is accompanied by a small icon and a brief description of its purpose and privacy settings. At the bottom, there are links for 'Learn how to add friends to lists' and 'create custom lists'.

How can we help?

Desktop Help > Connecting > Lists

Lists Basics

Lists for Friends

Interest Lists

Back

Lists for Friends

Organizing Your Friends

▼ How do I use friend lists to organize my friends?

To help you get started, you have lists for:

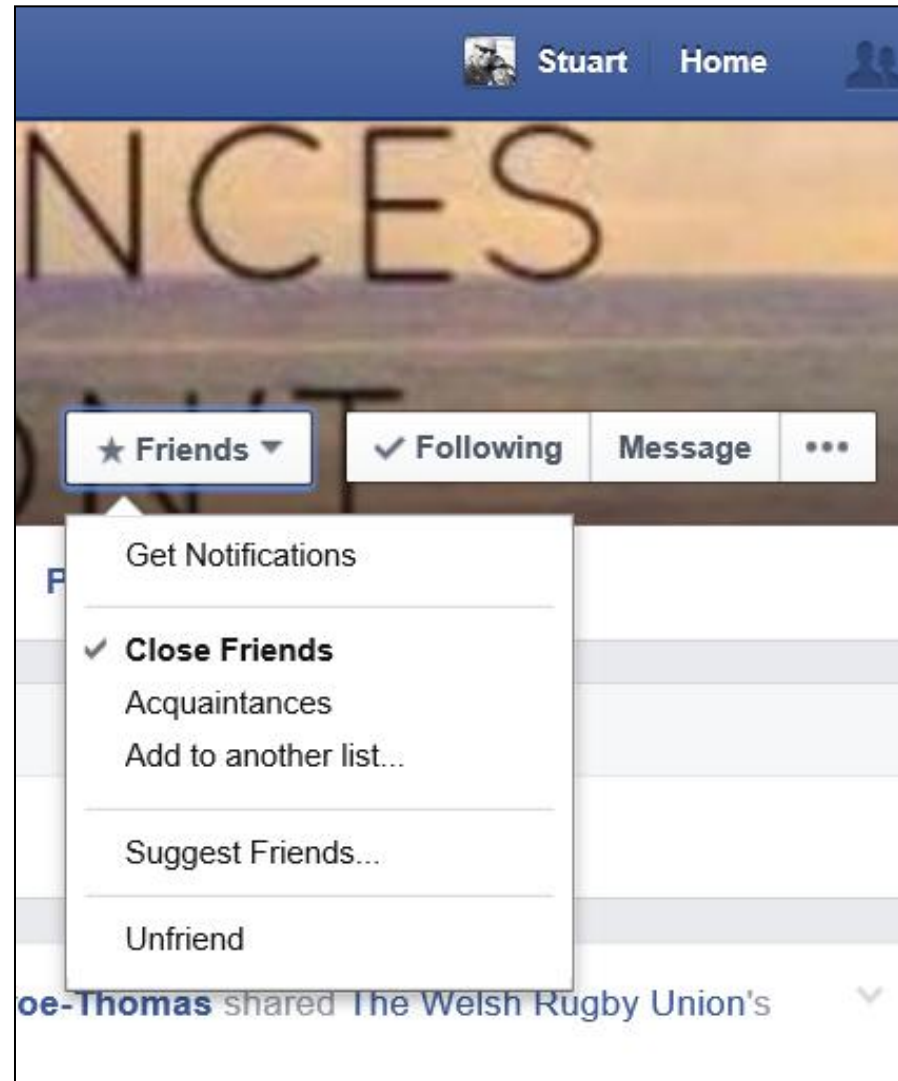
- Close Friends:** You can add your best friends to this list to see more of them in your News Feed and get notified each time they post. You also have the option to [turn these extra notifications off](#).
- Acquaintances:** This list is for friends you don't need to stay in close touch with. People on your acquaintances list will rarely show up in your News Feed. You can also choose to exclude these people when you post something, by choosing Friends except Acquaintances in the [audience selector](#).
- Restricted:** This list is for people you've added as a friend but just don't want to share with, like your boss. When you add someone to your Restricted list, they will only be able to see your [Public content](#) or posts of yours that you tag them in.

Learn how to [add friends to lists](#). People won't get notified when you add them to these lists.

You can also [create custom lists](#) to organize friends as you like. You choose who goes into these lists and what (if any) privacy restrictions apply. Note that your friends won't get notified when you add them to **custom lists**.

Creating and editing the lists

- To put a friend in the 'Close or Acquaintances list' go into their page and click on the Friends tab on their Cover Photo, and then click on Close Friends or Acquaintances to put them in that list. To remove them from the list then click on the list name again.
- To put a friend in the Restricted list go into their page and click on the Friends tab on their Cover Photo, and then click on Add to another list. Scroll down till you see 'Restricted' and then click on it. To remove them from the list then click on the list name again.



'Liking' and 'Sharing' Posts

- Think carefully before you 'like' or 'share' a post, as what you're 'liking' and 'sharing', no matter how innocent you think it is, could be deemed as offensive by others. If it gets reported to your SMT then you could be disciplined.



twitter



Any Questions?

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