

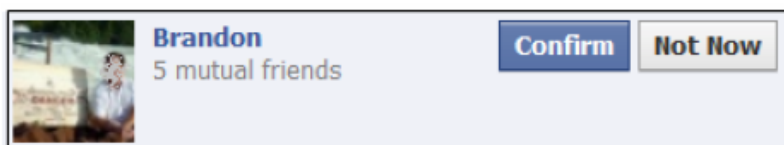
# Quick Guide to Facebook Settings

We strongly recommend against people lying about their age when they setup their account. There are both legal and child-development reasons why Facebook restricts membership to people 13 and older. In addition to complying with U.S. law, Facebook has created an environment designed only for teens and adults. The rules, policies, protections and safety education that Facebook has in place are all designed for people 13 and older. Having said that, we need to face reality; a July 2010 survey found that 37% of 10-to-12-year-olds were on Facebook, which means that every one of these children had to lie about their age to get on the service. Adults can discuss how good or bad this is for children, but it has become a fact of life we all face. If you have children under 13 who are on the service, we recommend that they cancel their accounts and that you encourage them to use more age appropriate services. But if they are going to continue despite the site's restrictions, it's even more important to help them configure their privacy settings to the most restrictive level possible, and be sure to "friend" them or otherwise monitor their online use. Advice on how to do this is below.

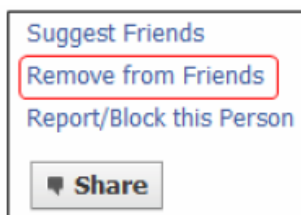
For more detailed advice please go to our [e-safety page](#) on our website.

## Friends

If a child lies about his or her age and claims to be over 18, these protections won't be in place. That's why it's very important that children not lie about their date of birth when signing up for Facebook. The only exceptions to Facebook's restrictive definition of Everyone where minors are concerned are in Search for me on Facebook and Send me friend requests. In those cases, everyone really does mean everyone but, again, teens can configure more restrictive access. After you or your teen has been on Facebook awhile, you will likely get friend requests. These are messages asking permission to be a Facebook "friend" with that person. Once you accept that request, you can see what they post and they can see what you post, subject to the privacy settings we cover later. If the request comes from someone you want to stay in touch with, you'll probably want to **Confirm** the person as a friend. But if you don't know that person from the real world or if you have any reason not to want to communicate with them on Facebook, you can click **Not Now**, and they will not be added. And if you choose never to add them, don't worry, they won't get a message saying you've rejected them.



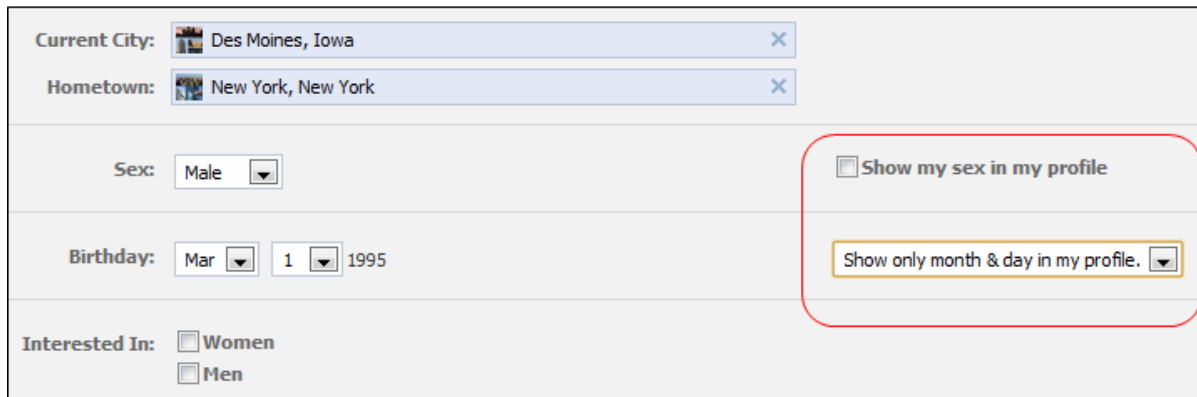
Just as you can add friends, you can easily remove them by going to the bottom of their page and clicking **Remove from Friends**. Here, too, they will not get a message saying that they have been removed.



## Profile Settings

To limit what's on your child's profile At any time, Facebook users can edit their page by going to their Profile and clicking **Edit My Profile** below their picture (or whatever image they've picked to represent themselves).

Once you are in your son's profile ensure the **Show sex in my profile** is not ticked and the drop down box says **Show only month & day in my profile** as highlighted below



The screenshot shows the 'Edit My Profile' interface. At the top, there are fields for 'Current City' (Des Moines, Iowa) and 'Hometown' (New York, New York). Below these are 'Sex' (Male) and 'Birthday' (Mar 1, 1995). On the right side, there are two options: 'Show my sex in my profile' with an unchecked checkbox, and 'Show only month & day in my profile.' with a dropdown menu. A red rounded rectangle highlights the 'Show my sex in my profile' checkbox and the 'Show only month & day in my profile.' dropdown. At the bottom, there are 'Interested In' options for 'Women' and 'Men'.

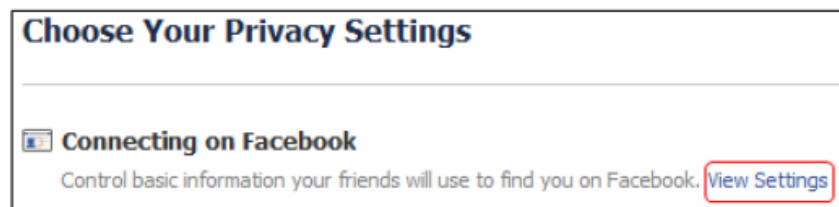
Although Facebook encourages members to add information to their profile, the profile is blank by default. Your son does not have to provide any information he does not want to include – even though there are places to enter all sorts of information. Decide with them what's best to leave blank.

## See what your profile looks like to others

It may help young Facebook users to know how their profiles look to other people. **View My Profile** is a good place to start thinking about reputation management on Facebook. It also shows them how effective their privacy settings are.

### To view your profile

1. Click on Account in the top-right corner of their Home page.
2. Click on Privacy Settings.
3. Click View Settings under Connecting on Facebook section.
4. On the right side of the gray bar at the top, click Preview My Profile.



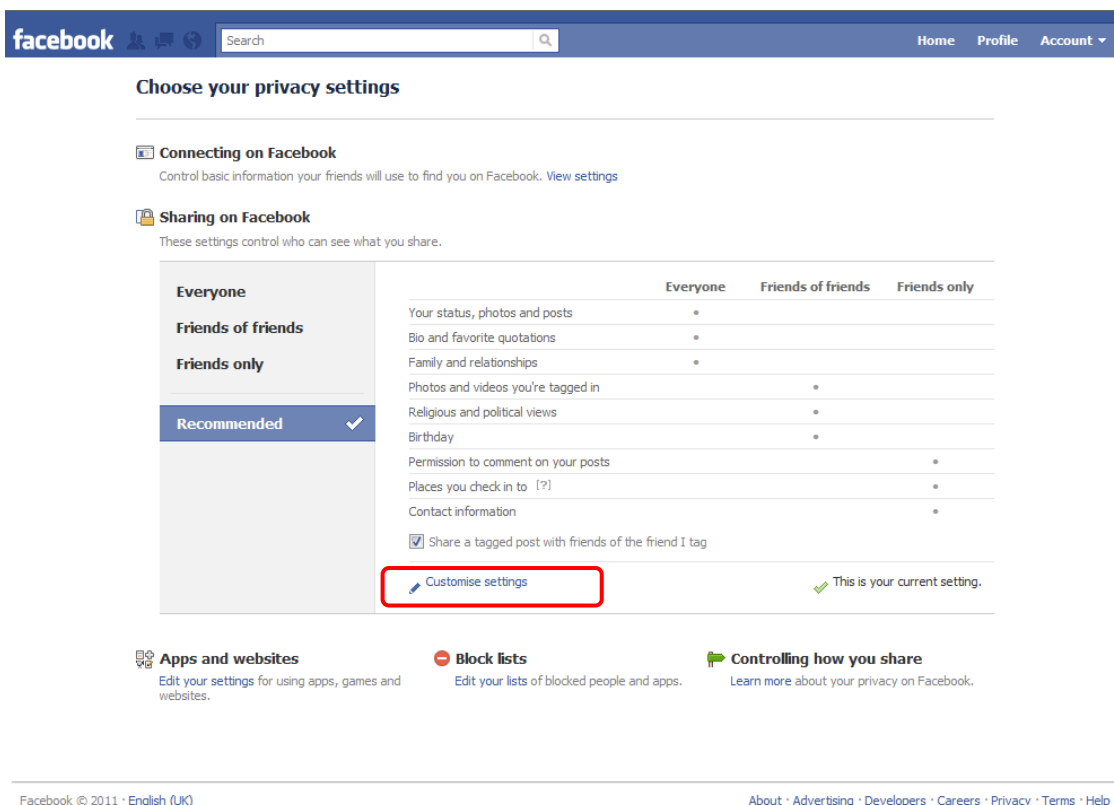
The screenshot shows the 'Choose Your Privacy Settings' page. The title is 'Choose Your Privacy Settings'. Below the title, there is a section titled 'Connecting on Facebook' with a small icon. The text below this section reads 'Control basic information your friends will use to find you on Facebook.' and there is a 'View Settings' button highlighted with a red rounded rectangle.

## Privacy Settings

By default all your information will be visible to everyone. To change this or to check your settings, single left click (all clicks are single left clicks unless specified) on account in the top right hand corner, then on Privacy Settings.



The following screen will appear



To Change these settings, you can click on the different levels on the left hand side. However we recommend you click on "Friends Only" then click on "Apply these settings" then click on

“Customise settings” as this will give you the most control, the following screen will be displayed with our recommended settings

Things I share	<b>Posts by me</b> Default setting for posts, including status updates and photos	🔒 Friends only ▼
	<b>Family</b>	🔒 Everyone ▼
	<b>Relationships</b>	🔒 Friends only ▼
	<b>Interested in and looking for</b>	🔒 Friends only ▼
	<b>Bio and favorite quotations</b>	🔒 Friends only ▼
	<b>Website</b>	🔒 Friends only ▼
	<b>Religious and political views</b>	🔒 Friends only ▼
	<b>Birthday</b>	🔒 Friends only ▼
	<b>Places I check in to</b>	🔒 Friends only ▼
	<b>Include me in "People here now" after I check in</b> Visible to friends and people checked in nearby (See an example)	<input type="checkbox"/> Enable

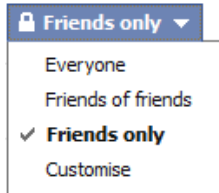
[Edit album privacy for existing photos.](#)

Ensure that “Include me in "People here now" after I check in” is not ticked otherwise when anyone else checks in at the same location they will see your son’s profile and picture

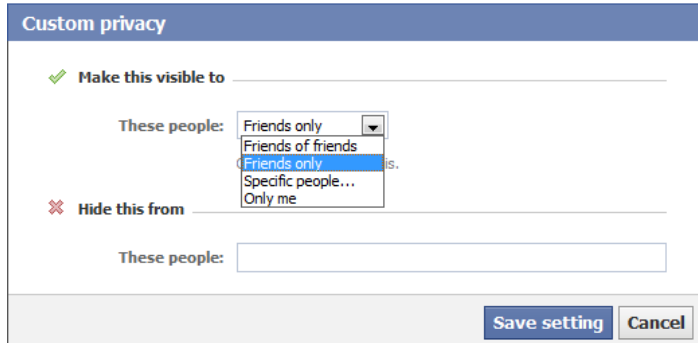
Things others share	<b>Photos and videos I'm tagged in</b>	Edit settings
	<b>Can comment on posts</b> Includes status updates, friends' Wall posts and photos	🔒 Friends only ▼
	<b>Suggest photos of me to friends</b> When photos look like me, suggest my name	This is not yet available to you.
	<b>Friends can post on my Wall</b>	<input checked="" type="checkbox"/> Enable
	<b>Can see Wall posts by friends</b>	🔒 Friends only ▼
	<b>Friends can check me in to places</b>	Edit settings

Contact information	<b>Mobile phone</b>	🔒 Only me ▼
	<b>Other phone</b>	🔒 Only me ▼
	<b>Address</b>	🔒 Only me ▼
	<b>IM screen name</b>	🔒 Only me ▼
	<b>@googlemail.com</b>	🔒 Only me ▼
	<b>@gmail.com</b>	🔒 Only me ▼

To change the settings click on Friends only and select the options you want from the drop down



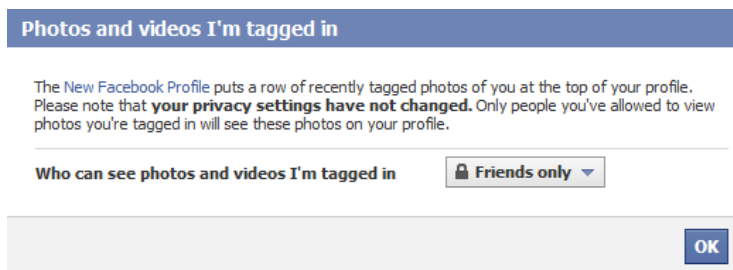
list... If you click on customise you can set who can see the information and set who is blocked from seeing the information.



## Albums

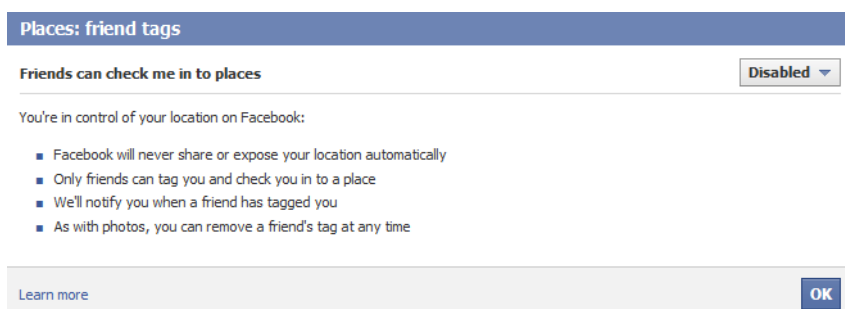
Although it is nice to be able to upload your holiday snaps by default all pictures and photographs uploaded are visible by everyone and may also appear on search sites such as Google and Bing. To change this for albums click on “Edit album privacy” and then change the settings to “Friends only”

If your son is tagged on a photo, depending on the settings for the person who uploaded the photo may be visible to everyone. To control this change the settings for “Photos and videos I am tagged in” should be changed to “Friends only”








## Check In

The check in function allows your son to post on where he is and which friends he is with. To stop friends checking in your son the setting for “Friends can check me in to places” should be changed to “Disabled”



Privacy > Photos

Control who sees each of your photo albums.

	Profile pictures Everyone
	Hogmanay Friends only
	December Snow Friends only
	Mobile Uploads Friends only
	Winter 2010 Friends of friends

Our recommendations for the settings are all albums are set to “Friends only”

When your son is creating an album ensure the security setting is set to Friends only. You can revisit this page to change the settings whenever you wish.

**Upload photos**

Your photos are being uploaded...

Estimating remaining time

Create your album while you wait.

Name of album: 26 January 2011

Location:

Quality:  Standard  High resolution (takes ~10x longer)

Share album with: Friends only

Cancel Upload **Create Album**