Facebook-Checklist

- ☐ Do you know your friends?
- ☐ Who can see your content on Facebook?
- ☐ I know about useful Facebook Tools
- ☐ I can use Facebook's Reporting Tools
- ☐ How do I deactivate my account?
- ☐ How can I change the ads I see?
- ☐ How to manage Friends lists?
- ☐ Take control of your Apps and Games!

Do the Check.

How to manage Friend Lists?

Think about creating 'friend lists' in order to share different information with your chosen audiences.

How to Create Friend Lists

1. On the home page, scroll down to the Explore section and select **Friend Lists.**
2. Then select **Create List.**
3. Write in the list's name.
4. Enter names of friends you want to add to the list in the **Members Section.**
5. Click **Create.**

The new list will now be an option when you add friends to lists.

Organise Friend Lists

1. Choose a Friend List.
2. Click **Manage List** button (Top right).
3. **Edit List** allows you to remove or add friends to the list.
4. Click on a friend to remove.
5. To add a friend click **on this list** and select **Friends.** Click on people you want to add to the list.
6. Click **Finish** to add them.

You're in charge!

Be in control

Check your privacy settings: Click on the **ellipsis (...)** at the bottom of your cover photo and select **Timeline Settings** then **Privacy.**

- Facebook's privacy settings help you control who can see your stuff on Facebook and how you connect with other people. To find out more, check out **Privacy Basics** here **www.facebook.com/about/basics**

- Consider the amount of information you want to share with different people. Do you want to share the same things with your work colleagues as your friends?

Facebook Live is another way to share what's happening with your friends. It is a video that is streamed live to Facebook at the point of recording, so it is extra important to make sure you are sharing it with your intended audience. You can check or change this by clicking on the small box in the bottom left hand corner, there you can choose to share with all your friends, publicly or with a group you have created.

Who can see my stuff?

Consider only letting your "Friends" see everything. Remember though when tagging is involved, you need to be mindful that often 'friends of friends' can also see who and what you tag. For up-to-date tagging info, visit: **http://on.fb.me/PQzwdD.**

Check out what your timeline looks like to the public by using the **View As** tool in your **Timeline & Tagging Settings.**

Keep an eye on your timeline

1. Click the **ellipsis (...)** on your cover photo
2. Click on **Timeline Settings** then **Timeline & Tagging Settings.**
3. Turn on **Review posts friends tag you in** so you can choose what's visible on your timeline.

Ensure you can't be found in a public web search!

1. Click the **Drop Down** (top right ▼)
2. **Settings,** then **Privacy Settings**
3. **Who can look me up?**
4. Do you want other search engines to link to your Timeline?
5. Click edit & remove tick from the box.

Who can see your posts'?

Facebook has in-line privacy controls so you can set your audience to: **Private, Friends, Friends of Friends, Public,** before you post a status update.

The **Activity Log** is only visible to you. This tool makes it easier for you to review your posts and make changes to the audience of past content.

Useful Facebook Tools

Safety Check

If enough people in an area affected by a crisis (E.g. Earthquake) post about an incident, Facebook's **Safety Check** is activated. This allows you to let your friends know that you're safe.

Find out more here: **facebook.com/about/safetycheck**

Safety at Facebook

You can find all of Facebook's policies, tools and resources in one place: **facebook.com/safety**

Here you can find information about the **Safety Centre**, **Parents Portal**, **Bullying Prevention Hub**, **Online Wellbeing** and the **Help Centre**.

Facebook work with external experts and have a safety advisory board (which includes partners of the UK Safer Internet Centre) to gather feedback from their community to develop everything needed to keep you safe.

Take control of your Apps and Games!

Control your Applications

To remove an app or game, turn it off or adjust the privacy settings:

1. Click the **Drop Down** (top right ▼) and select **Settings.**
2. Click **Apps** in the left column.

Then either:

- Hover over the app or game you'd like to remove and click **X**

or

- Hover over an app or game and then click **Edit** 🖉 to adjust its settings

or

- Under **Apps**, **Websites** and **Plugins**, click **Edit** 🖉 and then **Disable Platform**

Once you've removed the app or game, it should no longer post to your timeline. You can also control the **request notifications** and information that others can bring with them when using apps here.

Blocking App invites from friends

1. Click the **Drop Down** (top right ▼) and select **Settings.**
2. Click **Blocking** in the left menu.
3. In the **Block app invites** section, enter the name or email address of the person you want to stop receiving app invites from.

Friends will not be notified when you block app invites from them.

How can I change the Ads I see?

Facebook's **Privacy Basics** tool lets you take control of the ads you see by liking Pages, adding interests to your Timeline and clicking on ads you find useful or interesting. Whilst this won't change how many ads you see, it will help Facebook know more about what you like and the ads you see should be more relevant.

Changing your preferences

To understand why you're seeing a particular ad:

1. Click the **ellipsis (...)** in the right hand corner of the ad
2. Select '**Why am I seeing this?**'

To hide ads that you don't want to see:

1. Click the **ellipsis (...)** in the right hand corner of the ad
2. Select '**Hide Ad**'
3. If you don't want to see any more ads from a certain advertiser. Select '**Hide all from advertiser**'
4. Fill in the form that follows to help Facebook understand which ads you do and don't want to see
5. Even after making changes, you might still see ads that seem related to things you removed. E.g. You may see an ad if it's broadly targeted in a town or city.

You can find out more about Facebook Adverts and **Manage your Advert Preferences & Settings** here: **http://on.fb.me/1kjXBwn**

Facebook's Reporting Tools

Report abuse to Facebook

If you feel that you are being bullied on Facebook, you can report it on the site using the **ellipsis (...)** in the corner of any post. Use the **Social Reporting** feature to get help from a parent, teacher or trusted friend without reporting the bully directly.

The Social Reporting tool can be really useful if a friend posts something like an embarrassing photo which may not break Facebook's rules. To learn more about Social Reporting go to **facebook.com/help** and type **Social Reporting** in the 'ask a question box'.

Remember to take evidence and block abusive users by choosing the **Block** option by clicking the **ellipsis (...)** on the front of their **Timeline**. Blocking someone means they will no longer be able to contact you on Facebook.

You can track progress of your reports using the **Support Inbox**, which will also alert you when a decision has been made about your report. You can find this by clicking the **Drop Down** (top right ▼) and selecting **Settings**, **Support Inbox**. If content isn't removed, the reporter will be told why.

Reporting features are the same across all devices.

How do I deactivate my account?

How do I deactivate my Facebook account?

If you deactivate your Facebook account, your timeline will not be erased, but temporarily suspended. No one will be able to find your account and it will no longer appear in Friends lists.

1. Click the **Drop Down** 🔽
2. Click **Settings.**
3. Click **General** (left of page).
4. Click **Manage your account.**

⚠ All data and information in the account will be kept and can be reactivated at any time.

How do I permanently delete my Facebook account?

1. Click the ❓ icon
2. Type **How do I permanently delete my account?** and follow the link within the text.

⚠ Warning! Your Facebook account will become **deactivated** for 14 days and will be deleted if you do not use it in that time.

Contacts and Help

Facebook Help Centre: www.facebook.com/help

Facebook Anti-Bullying Hub: www.facebook.com/safety/bullying

Facebook Privacy Basics: www.facebook.com/about/basics

Report/Remove tags video: http://youtu.be/CaJYQXiu3PY

UK Safer Internet Centre: www.saferinternet.org.uk
Email: enquiries@saferinternet.org.uk   **Phone:** 0844 800 2382

Professionals Online Safety Helpline: 0844 3814 772

Childnet: www.childnet.com

IWF: www.iwf.org.uk

Report abuse or grooming to CEOP: http://ceop.police.uk

Childline: 0800 1111   www.childline.org.uk

Anti-Bullying Alliance: www.anti-bullyingalliance.org.uk

Pick up a copy of this checklist along with other Online Safety materials
on the SWGfL Store: **www.swgflstore.com**