

MILLFIELD

Preparatory School



Security and Privacy on Facebook

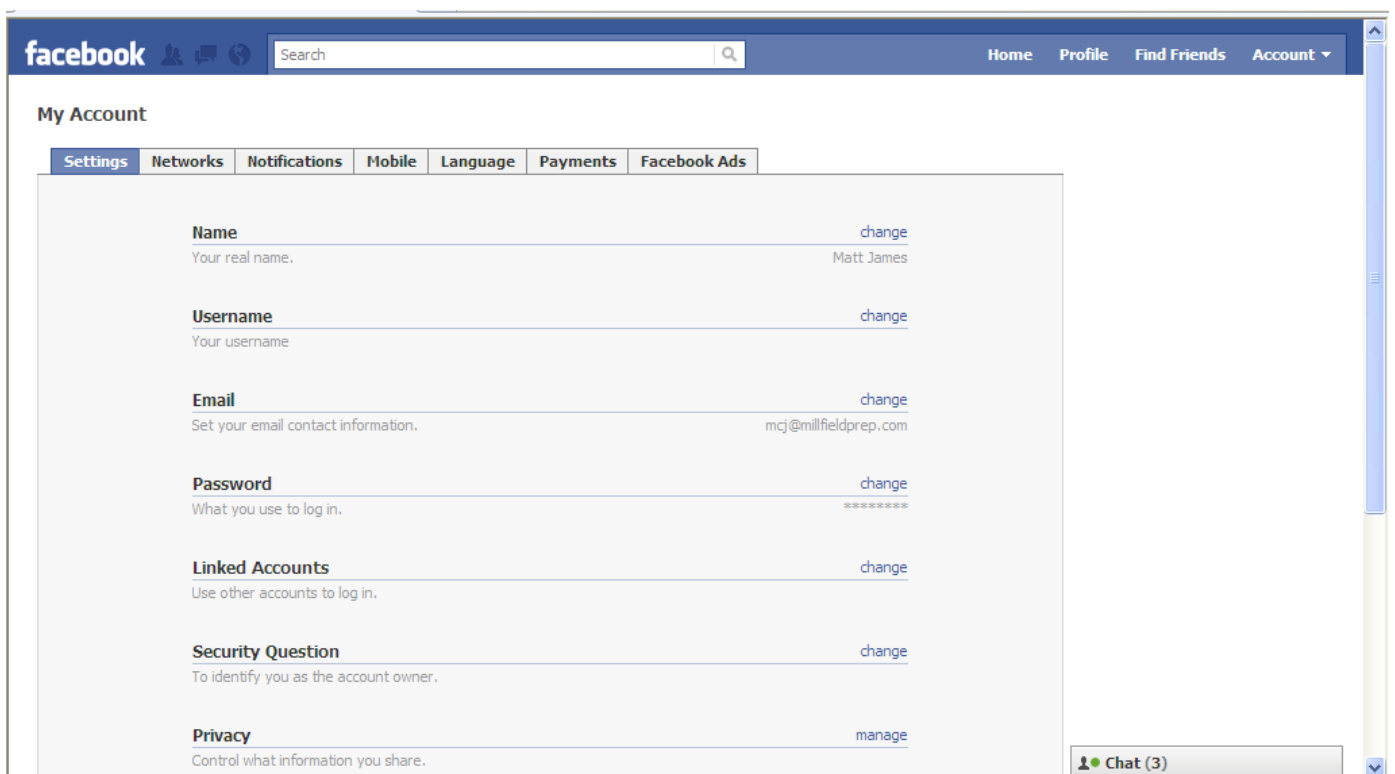
This guide is designed to help you understand what privacy controls are available to help keep Facebook users safe and to help you help your child to make sure that they are safe. All information is correct as of 17/5/11. Bearing in mind that speed at which technology advances and changes are made we would recommend reviewing your account and privacy settings monthly to ensure they are as up to date as they can be.

If you have any queries related to Facebook Security and Privacy, please contact mcj@millfieldprep.com

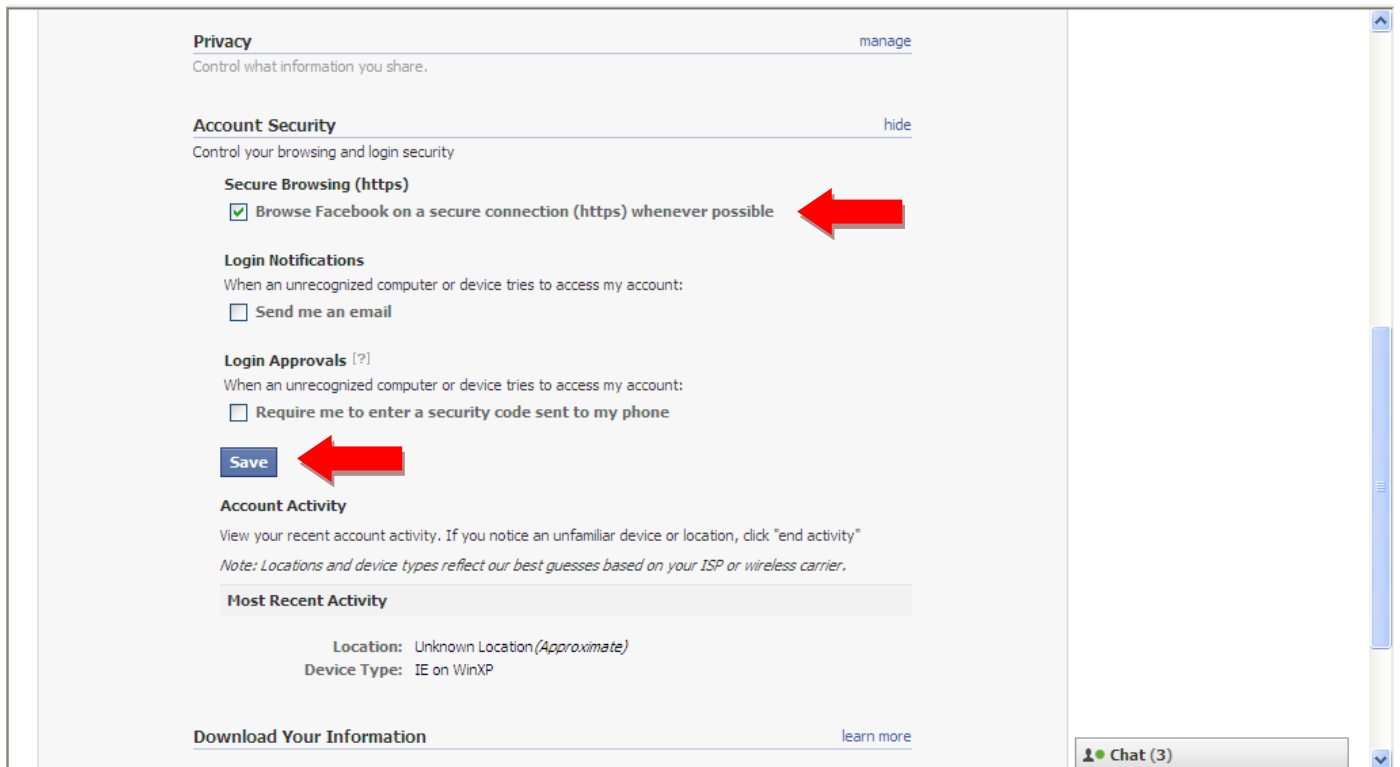
Once you have logged onto an account then you need to access the account settings as shown in the screenshot below.



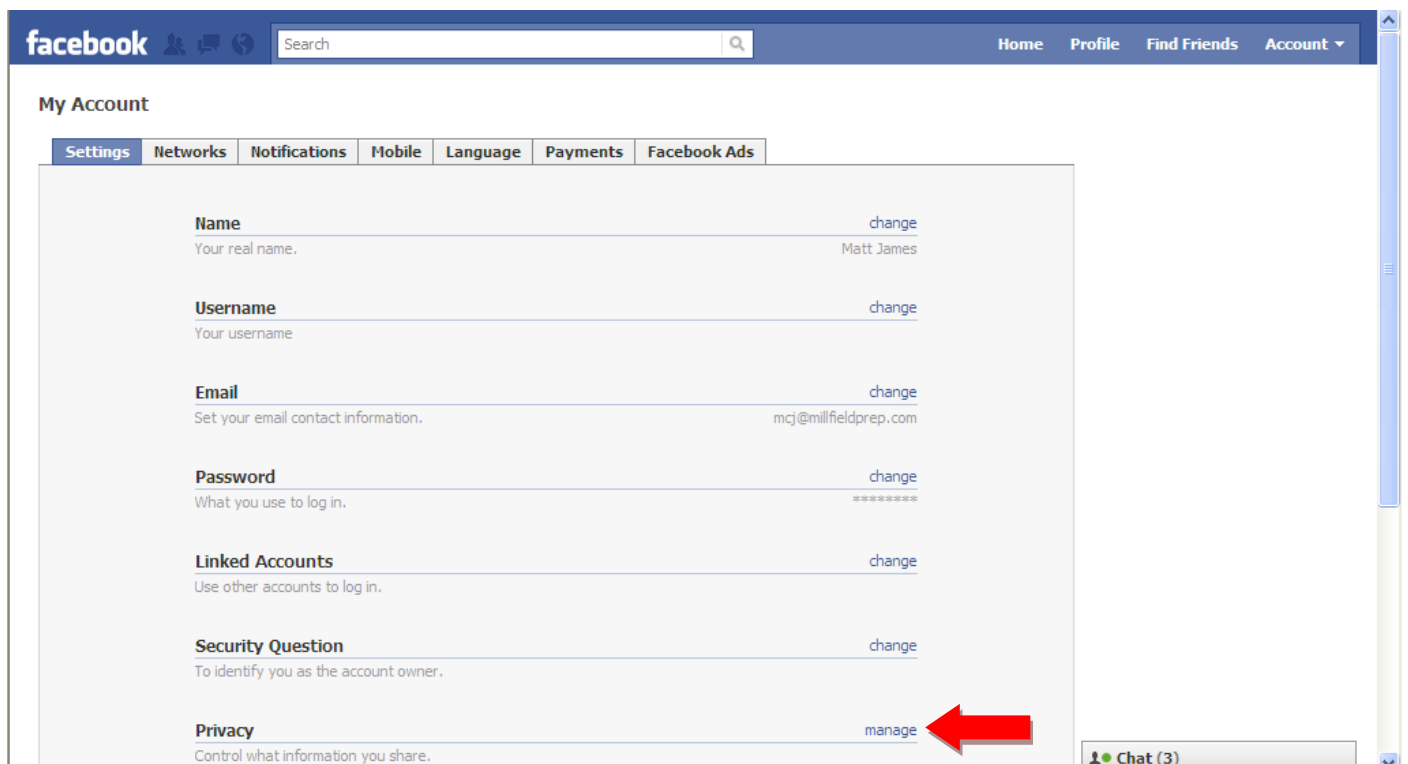
From here you will see the screen below. Here you will be able to access the Privacy settings and the Account security settings-



Starting with Account Security click the CHANGE link and make sure that the SECURE browsing option is ticked, as shown below, this helps to prevent your account being hacked into. Make sure that you SAVE any changes made to ensure that they are applied.



Next go to the Privacy option and click the MANAGE link, as shown in the screenshot below.



This will take you to the screen shown below. There are a variety of preset options but to ensure that a user is as safe as can be, we would recommend using the Custom setting. To access this, click the CUSTOMIZE SETTINGS link.


facebook Search Home Profile Find Friends Account

Choose Your Privacy Settings

Connecting on Facebook
Control basic information your friends will use to find you on Facebook. [View Settings](#)

Sharing on Facebook
These settings control who can see what you share.

	Everyone	Friends of Friends	Friends Only	Other
Your status, photos, and posts			•	
Bio and favorite quotations			•	
Family and relationships			•	
Photos and videos you're tagged in			•	
Religious and political views			•	
Birthday			•	
Permission to comment on your posts			•	
Places you check in to [?]			•	
Contact information			•	
<input checked="" type="checkbox"/> Let friends of people tagged in my photos and posts see them.				

[Customize settings](#)  This is your current setting.

Chat (3)

You will be taken to the screen below. Work your way through the information and who you want to share it with, the safest option is FRIENDS ONLY. The changes you make in the Privacy settings are automatically saved.

facebook Search Home Profile Find Friends Account

Choose Your Privacy Settings ▶ Customize settings

[Back to Privacy](#) [Preview My Profile](#)

Customize who can see and comment on things you share, things on your Wall and things you're tagged in.

Things I share	Setting
Posts by me Default setting for posts, including status updates and photos	Friends Only
Family	Friends Only
Relationships	Friends Only
Interested in	Friends Only
Bio and favorite quotations	Friends Only
Website	Friends Only
Religious and political views	Friends Only
Birthday	Friends Only


Chat (5)

At the bottom of the first section is an option for privacy settings for existing photos and videos, don't forget to check the setting of this as well

Birthday 🔒 Friends Only ▾

Places you check in to 🔒 Friends Only ▾

Include me in "People Here Now" after I check in ☑ Enable
Visible to friends and people checked in nearby (See an example)

[Edit privacy settings for existing photo albums and videos.](#) 

Finally to make sure your account stays safe please ensure that you Logout at the end of your session.



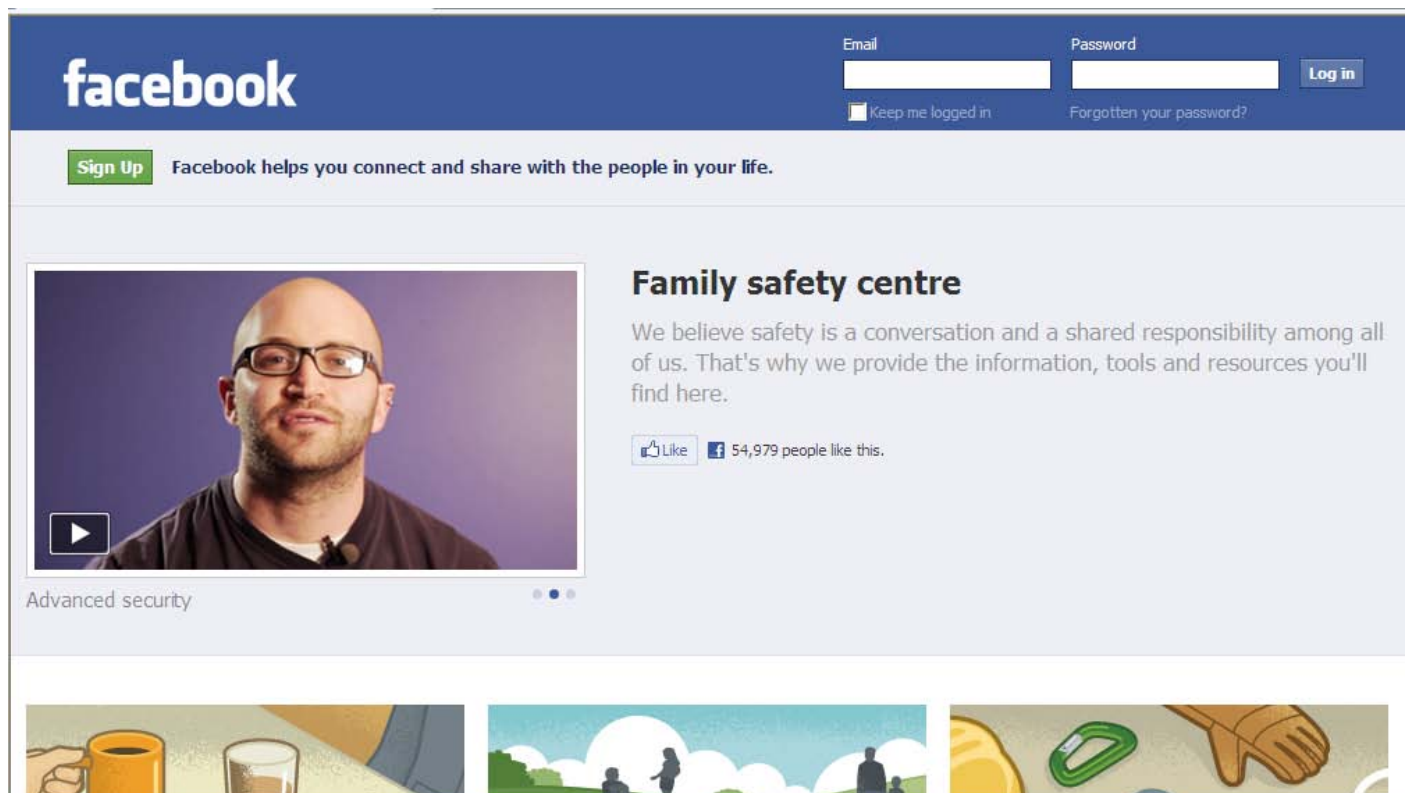
The screenshot shows the Facebook interface for user Matt James. The top navigation bar includes 'Home', 'Profile', 'Find Friends', and 'Account'. The 'Account' dropdown menu is open, displaying the following options: 'Edit Friends', 'Account Settings', 'Privacy Settings', 'Help Center', and 'Logout'. A red arrow points to the 'Logout' option. The main content area shows the 'News Feed' with a post by Haylee Sabotic about planet alignments and a post by Matt Gibbs about Iron Maiden. The left sidebar contains navigation links like 'Messages', 'Events', and 'Friends'. The right sidebar features 'Upcoming' events, 'Featured' sections like 'Use Friend Finder With Windows Live Messenger', and a 'Sponsored' section for Duracell.

Important!

While setting your Privacy settings to FRIENDS ONLY helps to keep you safe it will only truly work if you know who your friends are. [Don't add anyone as a friend that you do not know.](#)

If you access Facebook through your mobile phone then you are potentially always logged in. Ensure that your phone has a security lock to prevent someone else accessing your account should you lose your phone.

The screenshot below is a link to the Facebook Security Centre. You do not need to be logged on or even have a Facebook account to view this. It is a great resource with advice for parents and children. The address is - <http://www.facebook.com/safety/>



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