



CROOKHORN
COLLEGE

PRIVACY SETTINGS GUIDE FOR SOCIAL MEDIA





PRIVACY SETTINGS - INSTAGRAM

This lock icon lets you know if your account is private.

STEP 1



On your Instagram profile page select the **Menu** icon in the top right corner.

STEP 2



From here you can select the **Settings** option. You can find this at the top.

STEP 3



Next select the **Privacy** option in the settings menu.



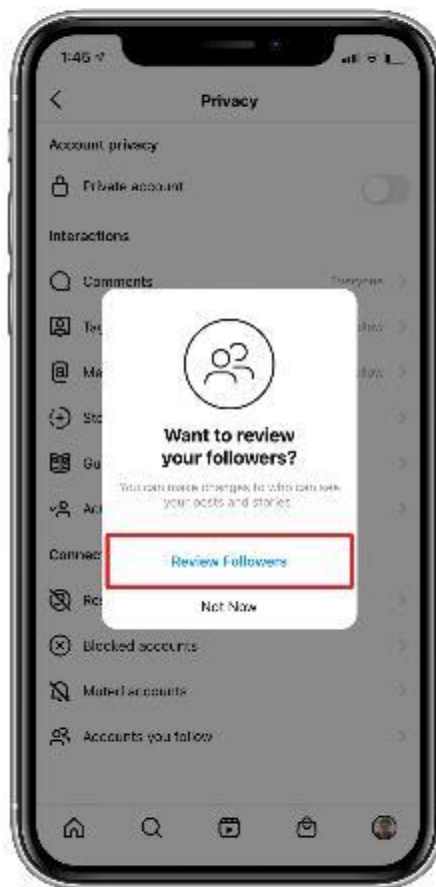
PRIVACY SETTINGS - INSTAGRAM

STEP 4



From here you can **set your account to private** by clicking the button at the top.

STEP 5



Finally, you can review who follows your posts and stories by selecting **Review Followers**.

TOP TIPS

CHOOSE YOUR FRIENDS WISELY

Only accept people that you know. Never let a stranger have access to your account.

AM I GIVING AWAY TOO MUCH?

Never post personal information such as your telephone number or home address.

THINK BEFORE POSTING

Only upload content you'd be happy to show your mum or a future employer. You never know where it may end up.

REMOVE AND REPORT

Block anyone that sends you anything inappropriate or indecent and report them using the App.

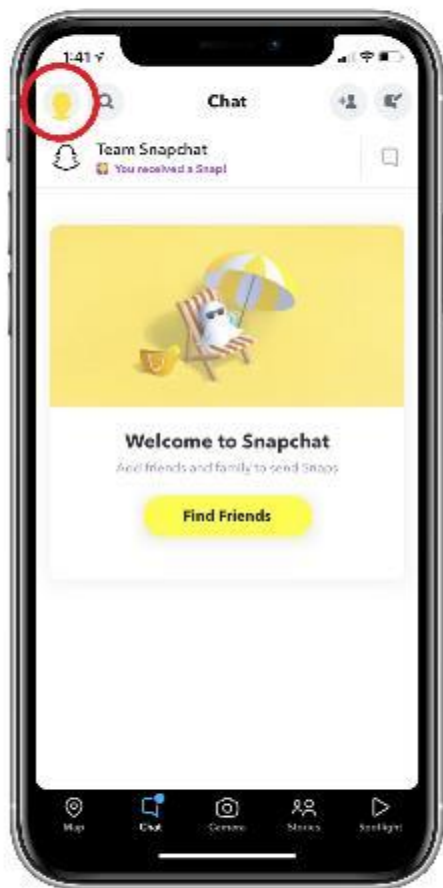
MIND YOUR PRIVACY

Keeping your account private helps protect you and your information.



PRIVACY SETTINGS - SNAPCHAT

STEP 1



You can access your **Snapchat profile** by clicking on the **profile icon** located at the top.

STEP 2



On your Snapchat profile page select the **Settings Menu** icon in the top right corner.

STEP 3



Scroll down to the **WHO CAN...** section to set your privacy options.



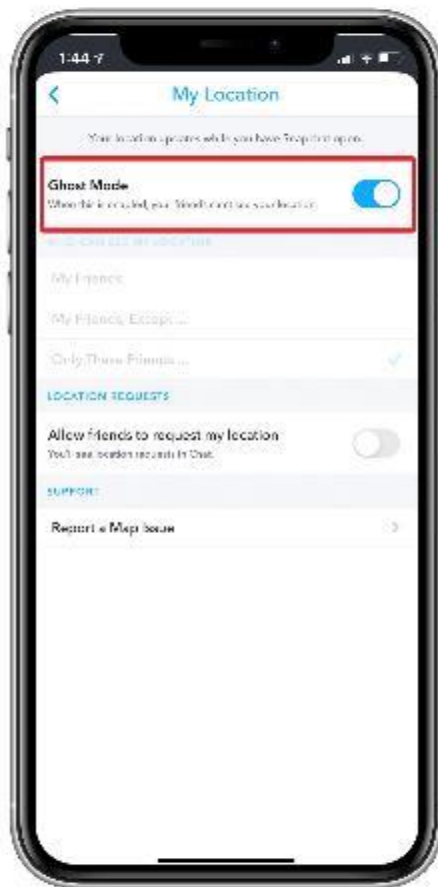
PRIVACY SETTINGS - SNAPCHAT

STEP 4



Set both of these to **My Friends**. This ensures that only people who have been approved by you will be able to send you snaps.

STEP 5



Finally enable **Ghost Mode**. This will prevent Snapchat from sharing your location.

TOP TIPS

CHOOSE YOUR FRIENDS WISELY

Don't add people you don't know to your friends list. Sometimes Snapchat will recommend other users based on mutual friendships between them and one of your best friends. Since Snapchat can be a very personal experience, stick to adding the people you know you can trust.

REMOVE AND REPORT

Repeated attempts at contact from people you've ignored can count as harassment. It's best to simply block them. You also shouldn't feel bad about blocking people in your contacts list who send you unwanted or inappropriate snaps.

THINK BEFORE POSTING

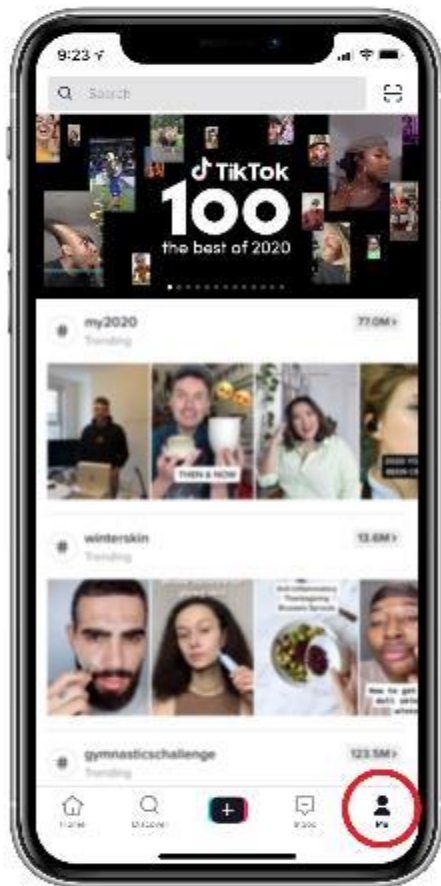
Don't send inappropriate snaps. Even though you trust the friend or friends who you're snapping, you have to assume that anyone can see the snap as soon as it has been opened.

AM I GIVING AWAY TOO MUCH?

Keep your location private. While it can be tempting to add a snap with a geofilter to a public story, it's safer to use filters that don't reveal your location.

PRIVACY SETTINGS - TIKTOK

STEP 1



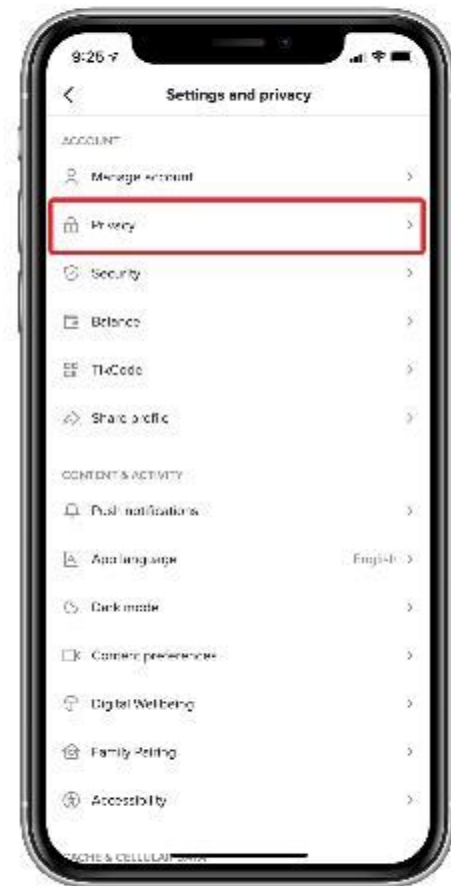
From the home screen select the **Me** tab at the bottom to get to your profile.

STEP 2



On your TikTok profile page select the **Menu** icon in the top right corner.

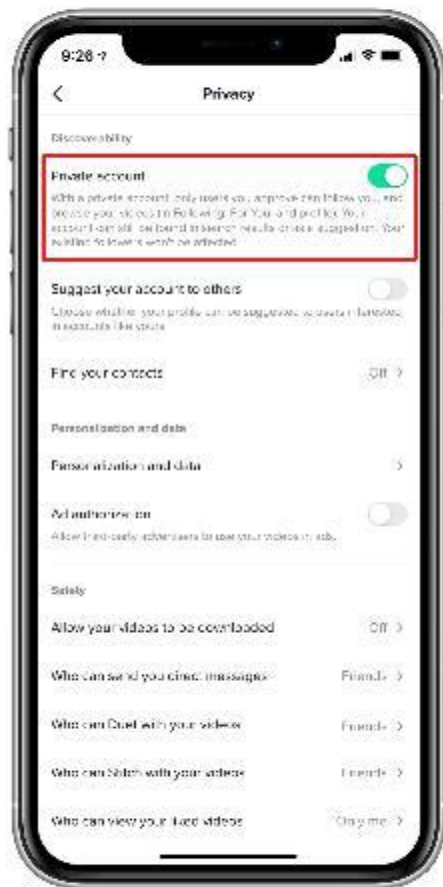
STEP 3



Next select the **Privacy** option in the settings menu.

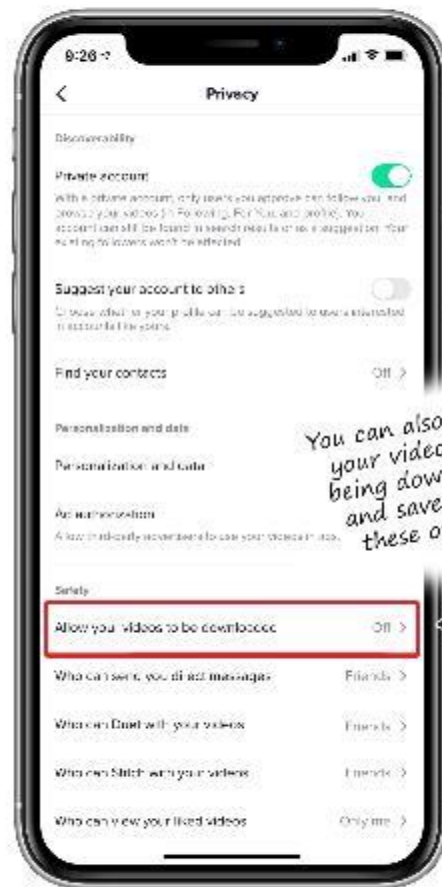
PRIVACY SETTINGS - TIKTOK

STEP 4



From here you can **set your account to private** by clicking the button at the top.

STEP 5



Finally, you can review who has access to your videos at the bottom of the page.

TOP TIPS

CHOOSE YOUR FRIENDS WISELY

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THINK BEFORE POSTING

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MIND YOUR PRIVACY

Keeping your account private helps protect you and your information.



PRIVACY SETTINGS - FACEBOOK

STEP 1



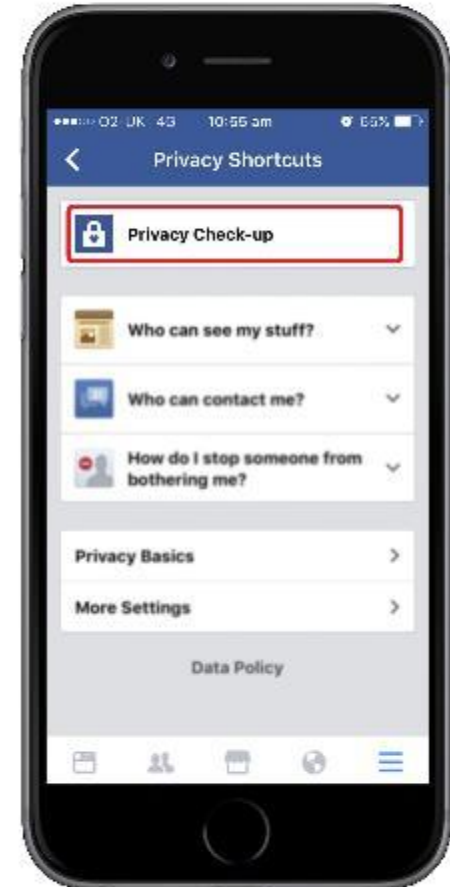
On your Facebook user profile page select the **More** option

STEP 2



Next select **View Privacy Shortcuts** from the pop up menu

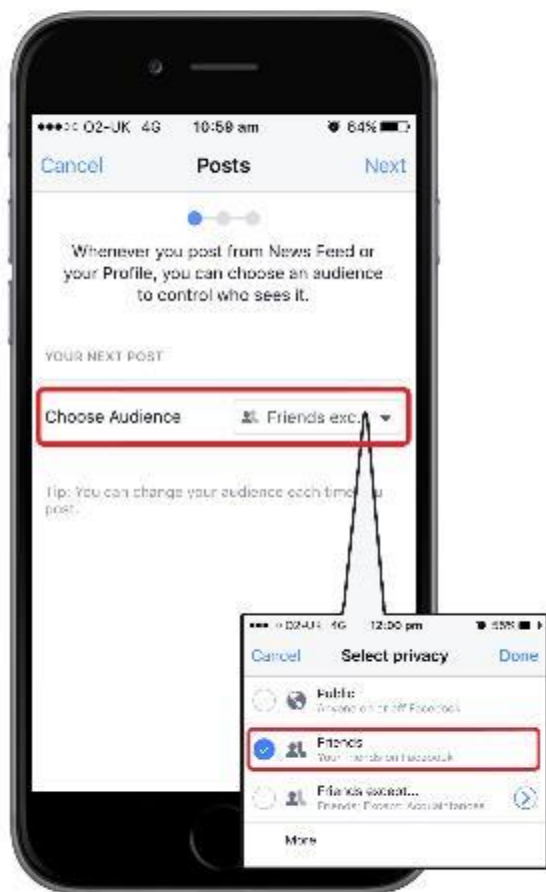
STEP 3



Next select **Privacy Check-up** from the Privacy shortcuts

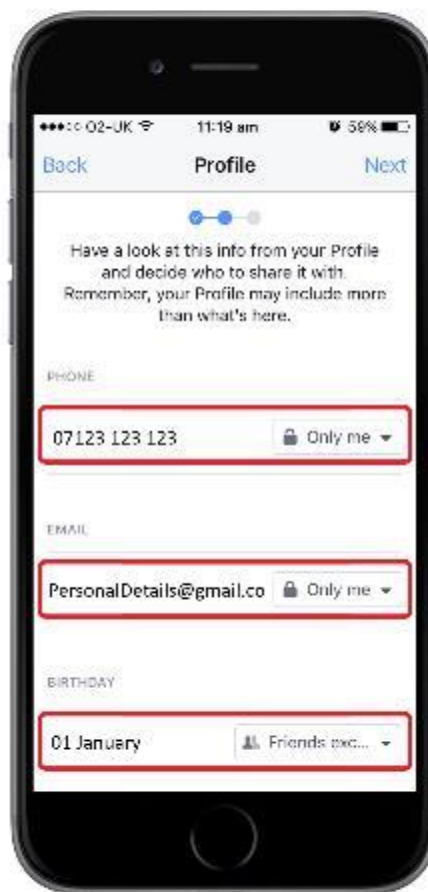
f PRIVACY SETTINGS - FACEBOOK

STEP 4



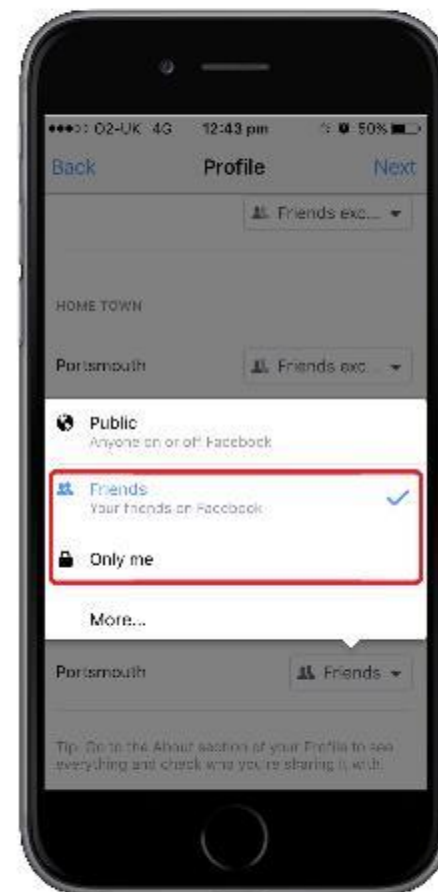
On the next screen click on the **Choose Audience** Tab and select **Friends Only**

STEP 5



On the Profile screen click on each tab and select either **Only Me** or **Friends Only**

STEP 6



Go through each of these and make sure that **NOTHING** is set to **Public**

PROFILE PICTURES



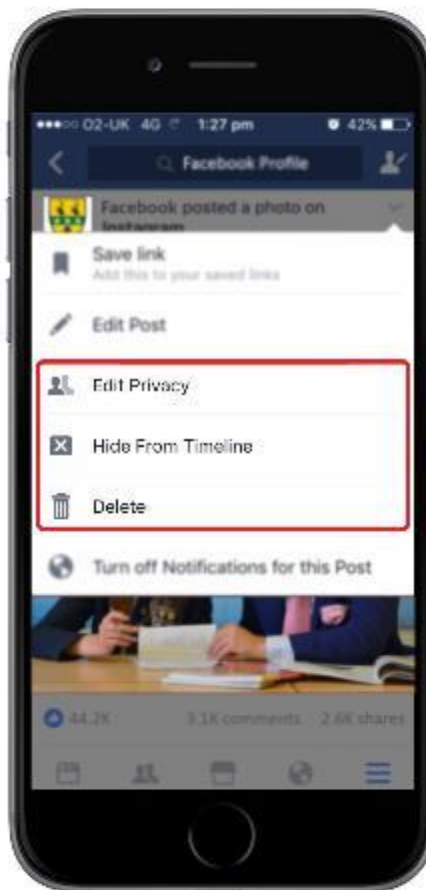
 Public

When uploading images as profile pictures please note that Facebook posts these as **Public** images by default.

LIMITING OLD POSTS

You can change all old posts on your timeline that you've previously shared as **Public** to **Friends** by using the **Limit Old Posts** option. You can find this option by going to **Settings > Account Settings > Privacy > Limit the audience for posts you've shared with Friends of Friends or Public**, and click the button.

Limit Old Posts



You can change who can see your content on individual posts by using the drop down menu in the top right corner

TOP TIPS

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REMOVE AND REPORT

Block anyone that sends you anything inappropriate or indecent and report them using the App.

MIND YOUR PRIVACY

It's always best to only share with friends you know in the real world. Remember too that what your friends share about you and their privacy settings online will also affect you.