

Facebook



www.facebook.com

Facebook is a social networking site that allows members to connect and share with the people, places and things that they care about.



Who can access this site?

Facebook is available to people over the age of 13. Facebook will not create an account for a person who lists their age as under 13.

By creating an account, you agree to comply with Facebook's Statement of Rights and Responsibilities. For a succinct explanation of what can and cannot be posted to Facebook, check out the Community Standards page.



Above is an example of Facebook's message if you list your age as under 13.

How can I protect my information?

Default privacy settings for users aged 13–17

Basic information you choose to share via the site (such as your name, profile picture and gender) is publicly available. However, by default, you can only share what you post with a maximum audience of the friends of your friends. Even if you change your privacy settings to *Public*, your information will only be shared with *Friends* and *Friends of Friends*. This is different from adults, who can choose to share publicly.

Some things, like your contact information, school, or birthday may only be visible to your friends, friends of your friends, and/or other minors.

You can choose to limit the audience with whom you share to only your friends, or just some of those friends. The Custom privacy settings allow you to specify who is able and not able to view the content you share. You can choose to share with or exclude specific networks, friends and friend lists. You can also limit some of the information you post on Facebook to *Only Me*.

Public search listings are also unavailable for people aged 13-17. Unlike people aged 18 or over, the details of a person aged 13-17 will not appear in public search engine results. For Graph Search (search within Facebook), like adults, people aged 13-17 can appear in search results. Some information, such contact information, school, or birthday may only be visible to your friends, or friends of your friends who are also minors. Learn more at Facebook's *Graph Search* page.

Default privacy settings for users aged 18+

If you create an account aged 18 or over, Facebook's key privacy settings are *Public*, *Friends*, *Only Me* and *Custom*. By default, some of your privacy settings are set to *Public* including your name, profile picture, gender, status updates and photos you post to your profile. Other privacy settings are set to *Friends* by default including contact information, places you check in to and your first post (if you are a new person joining Facebook). You can control who can see what you choose to share on Facebook by using the privacy settings.

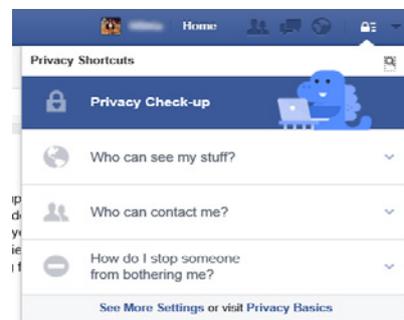
You can also use Facebook's Custom privacy settings to specify who is able and not able to view the content you share. You can choose to share with or exclude specific networks, friends and friend lists. You can also limit some of the information you post on Facebook to "Only Me".

An overview of the differences between privacy settings and sharing options for people aged 13-17 and 18+ is available at Facebook's *Minors & Privacy* page.

Adjusting your default privacy settings for all ages

You can adjust your default privacy settings for the following sections:

- *Control Privacy When You Post* – you can manage the privacy of your status updates, photos and information through your inline audience selector settings.
- *How You Connect* – manage how you connect with people you know.
- *Timeline and Tagging* – what happens when friends tag you or your content, or post on your timeline.
- *Ads, Apps and Websites* – the information you are willing to share with applications, games and websites.
- *Limit the Audience for Past Posts* – you can manage past post visibility.
- *Blocked People and Apps* – manage the people and apps you've blocked.



Above is an example of Privacy Check-up on Facebook

Privacy shortcuts for key settings on Facebook are available in the toolbar when you log in to your account. To access these privacy settings, you can:

1. log into your Facebook account
2. click the drop down menu with the lock on it in your toolbar
3. access the key settings to manage *Privacy Checkup*, *Who can see my stuff?*, *Who can contact me?* and *How do I stop someone from bothering me?*. You can also access Help Center content from the privacy shortcuts.

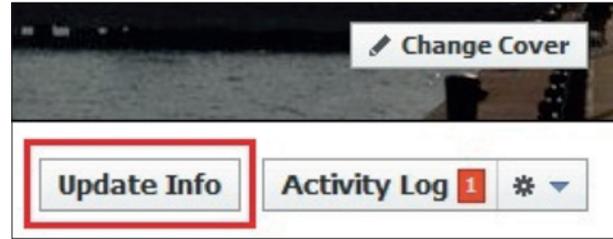
For more information, you can go to Facebook's *Privacy Guide* (Data Use Policy) and the *Privacy Page*.

Profile information settings

Facebook allows you to edit your profile information and control what groups of people (public, friends, only me or custom) can view this information. Your profile information includes basic information (for example, location, date of birth, about me) and contact information.

To access and adjust these settings, you can:

1. log into your Facebook account
2. click on your name located in the top right hand corner
3. click on *Update Info* located in the bottom right hand corner of your cover photo
4. edit your information and/or adjust who can see it by selecting *public, friends, only me or custom* from the drop down menu located next to the relevant information.



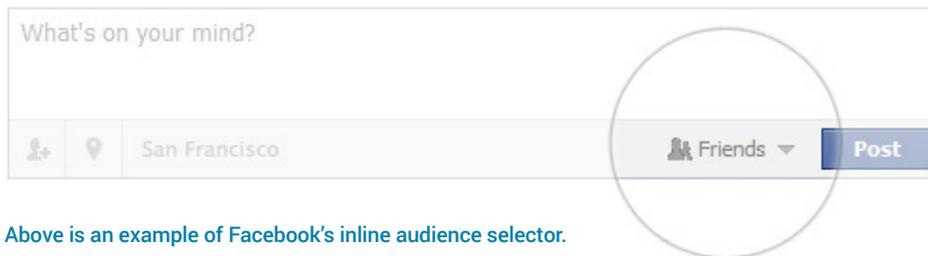
Above is an example of where to edit your profile information

Controlling Privacy When You Post

When posting on Facebook you can choose who sees your status updates, photos and information using Facebook's *inline audience selector*.

Below is an example of Facebook's *inline audience selector*. The drop down menu (highlighted by the circle) shows you where you can select who can see your posts. The drop down menu will provide you a list of options that includes making the post viewable to the public, friends only, a list of friends you have already created or you can create a new customised list.

To learn more about the *inline audience selector* visit Facebook's Sharing page.



Above is an example of Facebook's *inline audience selector*.

Lists

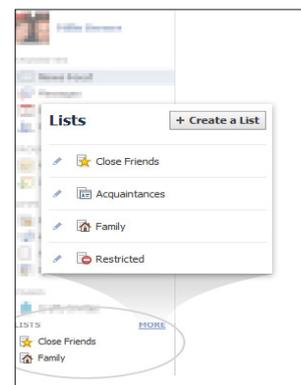
Lists give you an optional way to share a post with a custom audience, or exclude some friends from a post based on how well you know them.

You can choose to share or hide content from one or more of your lists using the *inline audience selector*. For example, you can use Facebook's default lists, including close friends or acquaintances, or you can create custom lists, for family members, work colleagues or team mates.

You can also add people to your *Restricted* list. When you add someone to your *Restricted* list, they will only be able to see your *public content* or your posts that you've tagged them in.

To do this you can:

1. log into your Facebook account
2. click on *Home* located in the top right hand corner
3. in the left hand column scroll down to the *Friends* section
4. select the list you want to edit or click *More* if you would like to create a new list
5. search for your friends in the search bar on the right of the page, or add people from the *List Suggestions* below the search bar.



Above is an example of Lists on Facebook

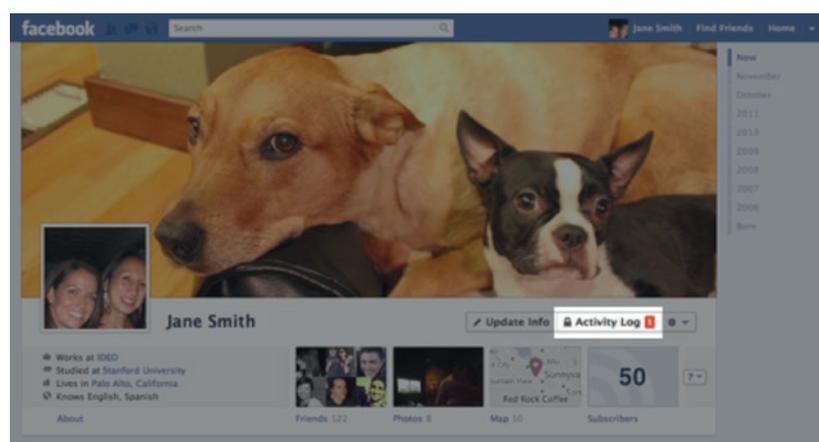
Timeline and Activity Log

Timeline is your collection of the photos, stories, and experiences that tell your story on Facebook. You control who can see what's on your Timeline. For more information about how to do this, check out Facebook's *Timeline Privacy page*.

You can also see what your timeline looks like to other people by using the **View As** tool. To access this tool you can:

1. log into your Facebook account
2. navigate to your timeline and click the  icon in the bottom right hand corner of your cover photo
3. click *View As...* from the drop down menu
4. you'll see what your profile looks to the public. To preview how your profile appears to a specific person, like a friend or coworker, type their name into the view as specific person field and press enter.

Keep in mind, posts and photos you've hidden on your timeline are still visible to the audience they're shared with on Facebook, like in news feed and search. If you want to manage photos or posts that other people post to Facebook about you, please use the Remove/Request tool in Activity Log (discussed below).



Above is an example Facebook's Activity Log.

At the top of your Timeline, you have a link to view activity in your private *Activity Log*. It is a list of everything you've done or posted on Facebook and is only visible to you.

For an overview of all of your posts and activity on Facebook, use Activity Log. Activity Log lets you easily review your own activity on Facebook, such as your likes and comments, photos of you and posts you've been tagged in. You can also sort information in your Activity Log to quickly see public photos you're tagged in and have hidden from your timeline, but which still appear in other places on Facebook. Only you can see your Activity Log.

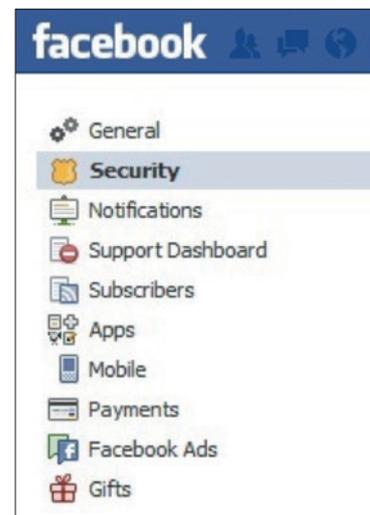
You can access your activity log by clicking the Activity Log button on your timeline, in the bottom right hand corner of your cover photo.

Adjusting your account security settings

You can adjust your browsing and login security to select browsing via a secure connection (https) whenever possible, or receive a notification when an unrecognised computer tries to access your account.

To adjust your security settings, you can:

1. log into your Facebook account
2. click on the drop down arrow located in the top right hand corner
3. click *Settings* from the drop-down menu
4. click on *Security* in the left hand panel
5. adjust your security settings.



Above is an example of Facebook's security settings

Removing a wall post or story

You can remove anything that you have posted on your Facebook Timeline or anything you have posted on Facebook.

To remove a post, you can:

1. navigate to your Timeline
2. click the arrow in the top right hand corner of the post you want to remove
3. select *Delete* or *Hide from Timeline* from the drop down menu



Above is an example of how to remove a wall post or story on Facebook

How can I report cyber-bullying or abuse?

The best way to report abusive content on Facebook is by using the Report link that appears near the content itself. Facebook allows you to report abusive content for a number of different features, including:

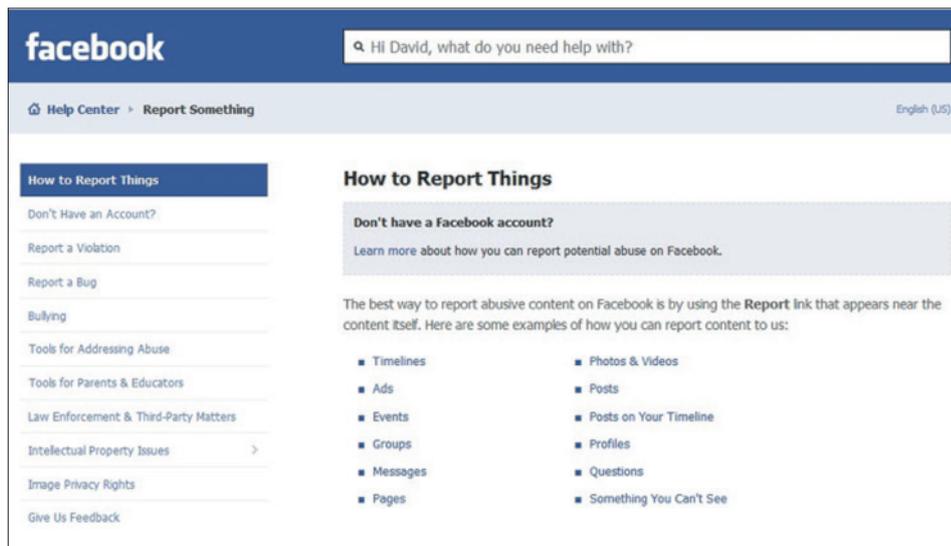
- profiles
- posts
- posts on your timeline
- photos and videos
- messages

- pages
- groups
- ads
- events
- questions
- comments
- something you can't see

Facebook's How to Report Things page has instructions on how to report abusive content for the different features.

If you have reported something to Facebook you can check the status of this report through your *Settings*. To access your *Settings*, you can:

1. log into your Facebook account
2. click on the drop down arrow located in the top right hand corner
3. click on *Settings* from the drop down menu
4. click on *Support Dashboard*.



Above is an example of how to report cyberbullying or abuse on Facebook

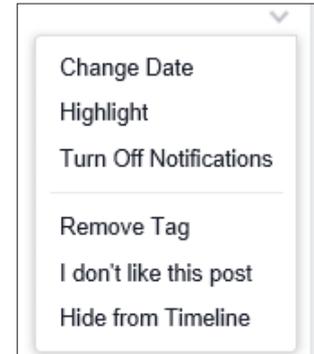
Social Reporting Tool

If you see something on Facebook that you don't like, but it doesn't violate the Facebook Terms, you can use the report links to send a message to the person who posted it instead of reporting it to Facebook. You can also use this feature if you don't want to report the person directly, but would like to ask them to remove the content.

For example, if you are reporting a photo of yourself, you can easily send the person who posted it a message letting them know you don't like it.

To report to a person directly, you can:

1. navigate to the person's profile where the post is located
2. locate the post you would like to report and click on the drop down arrow located in the top right hand corner
3. click *I don't like this post...*
4. select *the reason for reporting the post* then click *Continue*
5. you can then select to send a message to the person to remove the post by clicking *send*.



Above is an example of Facebook's Social reporting tool

In cases of bullying or harassment, where you don't feel comfortable reaching out to the person directly, you can use social reporting to get help from a parent, teacher or trusted friend. You can share that piece of content and a message about the situation with someone you trust.

To report to someone you trust, you can:

1. navigate to the person's profile where the post is located
2. locate the post you would like to report and click on the drop down arrow located in the top right hand corner
3. click *I don't like this post...*
4. select **the reason for reporting the post** then click *Continue*
5. complete who you would like to send the message to and the message you would like to send to that trusted person then click *send*
6. your trusted person will receive an email with a copy of the content you are reporting, along with your message. You also have the option to unfriend the person.

Blocking a user

A block prevents a person from starting conversations with you or seeing things you post on your profile. Blocking is mutual, so they will also become invisible to you as well.

To block a user, you can:

1. log into your Facebook account
2. click on the lock symbol located in the top right hand corner of the page
3. click on *How do I stop someone from bothering me?*
4. enter the name or email address of the person you want to block and click *Block*. People will not be notified when you block them.

For more information visit Facebook's Blocking People page.

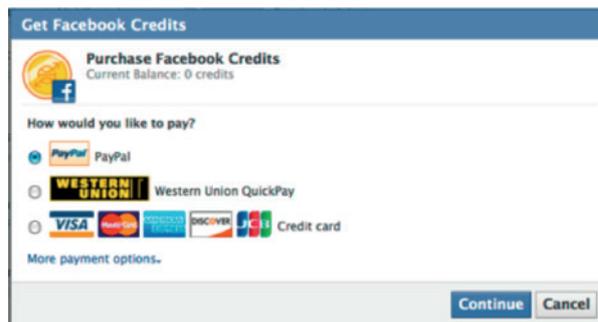
Are there ways to spend money of Facebook?

Facebook is free to join and use.

For a fee, you can purchase virtual goods in many games and apps on the Facebook site. Virtual goods can be purchased using a credit card, PayPal, mobile phone and other local payment methods.

You can check your balance, view recent purchases and associated receipts by clicking on the *Payments* tab in your *Settings*.

For more information visit the Get Started with Facebook Game Payments page.



Above is an example of Facebook Credits

Where can I get more information?



You can visit www.facebook.com for more information, including:

- Facebook's Family Safety Center provides a range of safety information when using Facebook.
- Facebook's Help Center offers a range of general help, safety and security information.
- Facebook Security provides information on how to protect your information both on and off Facebook.
- Facebook's Privacy Policy outlines its privacy policy guidelines.

You can also find links to this information at www.cybersafetyhelp.gov.au/easyguide/facebook