THE JOURNALIST SURVIVAL GUIDE

ANANIMATEDVIDEOGUIDE

Lesson 10
A Checklist and Guidelines for Social Media Safety

General Guidelines:
Always ask the questions:
Who can access the information I am putting online?
What information about me are my contacts passing on to other people?
Will my contacts mind if I share information about them with other people?
Do I trust everyone with whom I›m connected?
Do I have a secure password for this account?
Do I know the default privacy/security settings offered by the social networking site and how to change them?
Do I need a separate account or identity for this campaign or activity?
Remember that the key to using a network safely is being able to trust its members. Separate accounts may be a good way to ensure that such trust is possible.
Have I logged out of my session when finished?
Did I log in using https:// ?

How to secure Facebook:
1. After logging into Facebook, select "Account Settings"
2. Select "Security" on the menu, and the following options will emerge:

The security settings are the following:
Secure Browsing: enables an HTTPS connection
Login Notifications: We can notify you via email or SMS when your account is accessed from a computer or mobile device that you haven›t used before.
Login Approvals: Requires you to enter a security code each time an unrecognized computer or device tries to access my account (usually sent via text message)
Recognized Devices: Register your computer
Active Sessions: If you notice any unfamiliar devices or locations, click ‹End Activity› to end the session.

How to Secure Twitter:
1. Under the gear icon in the upper right hand corner, select "Settings"
2. Scroll through the options and check the relevant boxes/select the following options:
Tweet Location: if you are concerned about geolocation of your tweets, select "Delete all location information"
Tweet Privacy: if you only want your followers to see your tweets, select "Protect my Tweets"
HTTPS only: "Always use HTTPS" should be checked (this is the default setting)

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