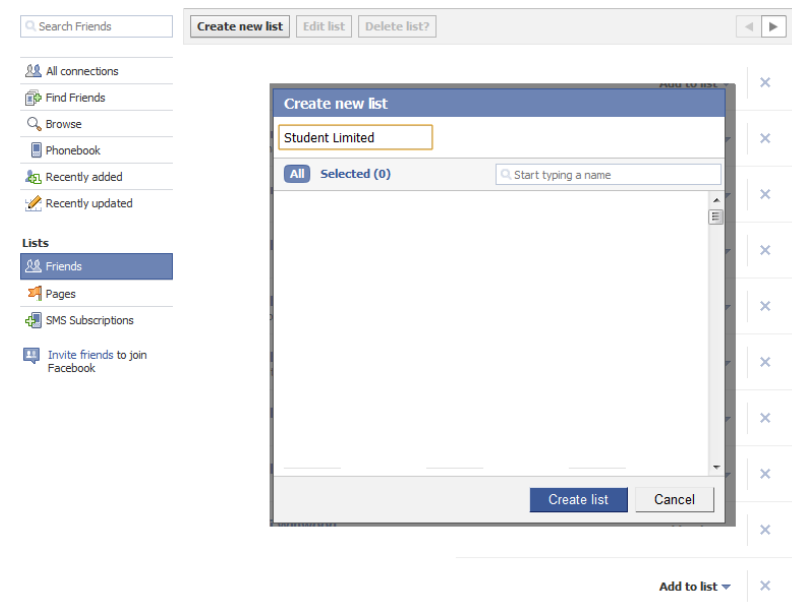


Staying Safe on Social Network Sites *Facebook* (Public Sector Staff)

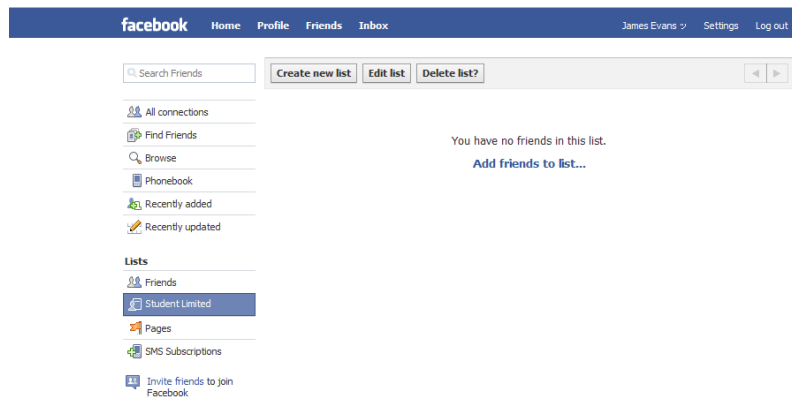
One of the common topics coming up at the moment is keeping Teachers/Public Sector Employees safe on social networking sites, many staff like to keep in touch with Ex Students but become stuck when it comes to keeping a professional relationship with Students/Ex-Students. Even if it is an Ex Student there are still problems that could arise so the best way to prevent this is to put some steps in place to allow you to talk to ex-students online but without them having access to personal details that may appear on your profile. Some people may also like to talk to current students, now as this is frowned upon it is not something I would suggest but again with the following in place it can keep you safe online.

It is also suggested that if you do speak with students/ex-students that you only communicate via “Private Messaging” rather than wall posts etc.

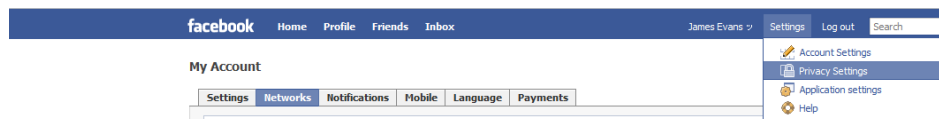
Before you can start changing the privacy settings on your profile you first need to create a “Friendship Group” to do this click on “Friends” and then select “Create New List”, you will then be prompted with the following window.



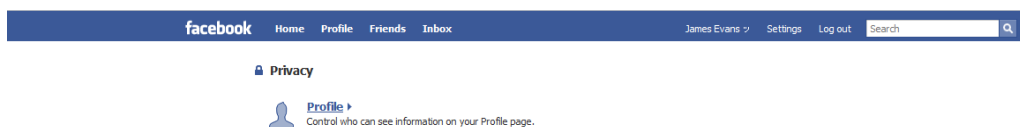
Type in a name for the list for example “Student Limited” and then press “Create List”



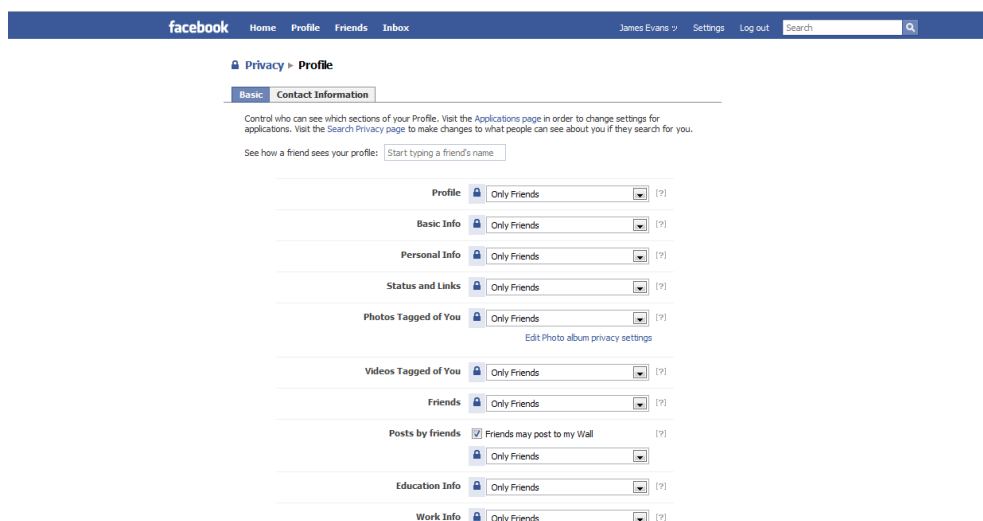
You will now see the list on the left hand side and as you can see at the moment I do not have any friends in the list. To add friends simply click “Add Friends to List” and then you will be prompted with another window where you will be able to select friends.



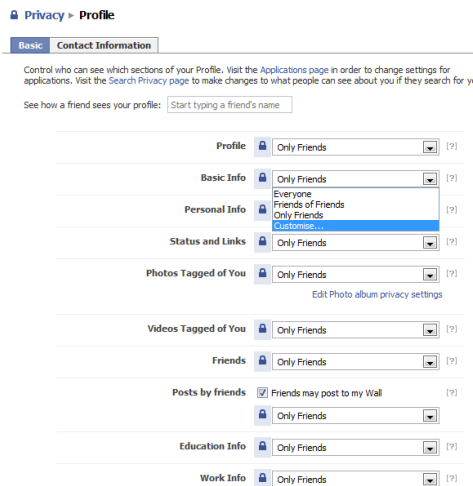
Once you have completed those steps select “Settings” and click on “Privacy Settings”.



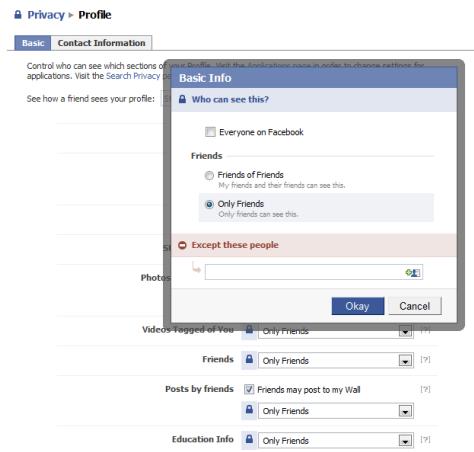
When you get to the next screen click on “Profile” this will allow you to change the privacy settings on your Facebook profile.



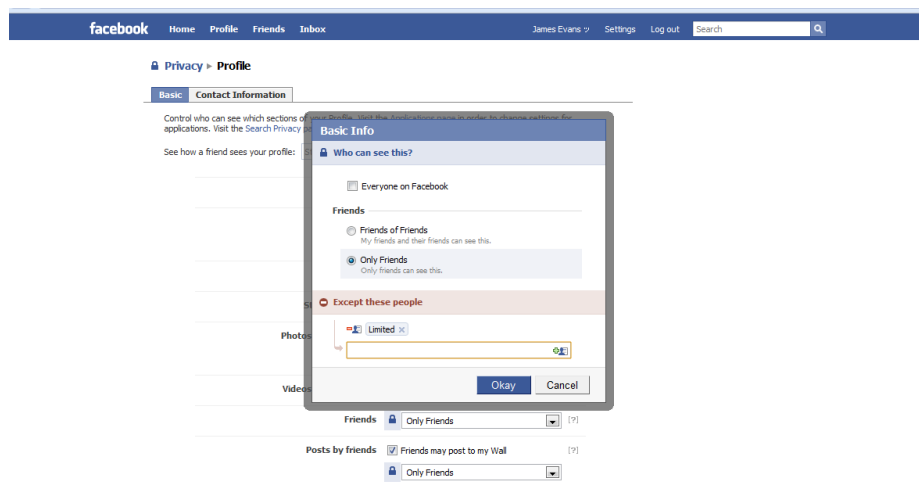
The next screen will allow you to pick what areas of your profile you would like to change the privacy settings on.



Click on the drop down box for one of the sections and select “Customize...”



When you select that option you will then be prompted with a box, which will allow you to change who has access to the selected parts of your profile. In this instance we are using “Basic Info” so I am now going to state that “Only Friends” can see my profile except the group “Student Limited” which I created earlier.



Once you are happy select “Okay”

facebook

[Home](#)[Profile](#)[Friends](#)[Inbox](#)

James Evans ▾

[Settings](#)[Log out](#)

Search

Privacy ▾ Profile

Basic

Contact Information

Control who can see which sections of your profile. Visit the [Applications page](#) in order to change settings for applications. Visit the [Search Privacy page](#) to make changes to what people can see about you if they search for you.

See how a friend sees your profile:

Profile

Only Friends

Basic Info

Only Friends

Public

Limited

[Edit Custom Settings](#)

Personal Info

Only Friends

Status and Links

Only Friends

Photos Tagged of You

Only Friends

[Edit Photo album privacy settings](#)

Videos Tagged of You

Only Friends

Friends

Only Friends

Posts by friends

☒ Friends may post to my Wall

Only Friends

Now as you can see the settings have now changed to reflect what I have selected.