

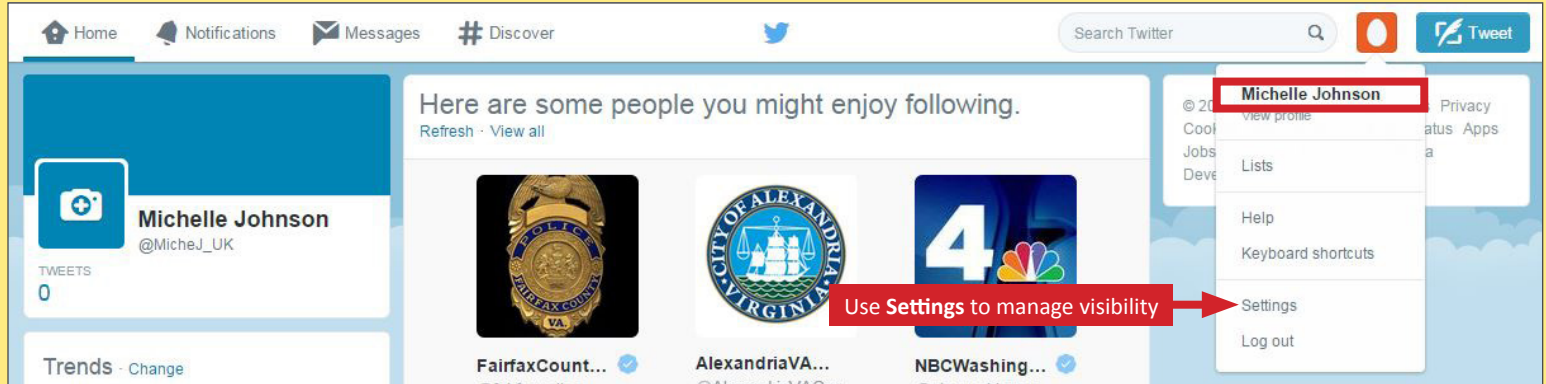


## Social Network - Do's and Don'ts

- Only establish and maintain connections with people you know and trust. Review your connections often.
- Assume that ANYONE can see any information about your activities, personal life, or professional life that you post and share.
- Ensure that your family takes similar precautions with their accounts; their privacy and sharing settings can expose your personal data.
- Avoid posting or tagging images of you or your family that clearly show your face. Select pictures taken at a distance, at an angle, or otherwise concealed. Never post Smartphone photos and don't use your face as a profile photo, instead, use cartoons or avatars.
- Use secure browser settings when possible and monitor your browsing history to ensure that you recognize all access points.

## Managing your Twitter Account

Twitter is a social networking and microblogging site whose users send and read text-based posts online. As of July 2014, the site had approximately 284 million daily active users, generating 58 million Tweets and 2.1 billion search engine queries daily.



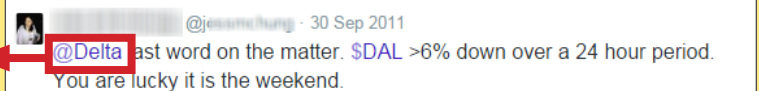
## Tweets

“Tweets” are short text-based messages—up to 140 characters—that users post to Twitter. A “Tweet” can refer to a post itself or to the act of posting to Twitter. Tweets are public, indexed, and searchable unless protected by the user. Many users never Tweet, choosing only to follow persons or topics of interest.

**Hashtags (#topic)** are used to mark a keyword or topic in a Tweet. Posts with hashtags are categorized by topics in the Twitter search engine. Hashtagged words that become popular become Trending Topics (ex. #jan25, #egypt, #sxsx).

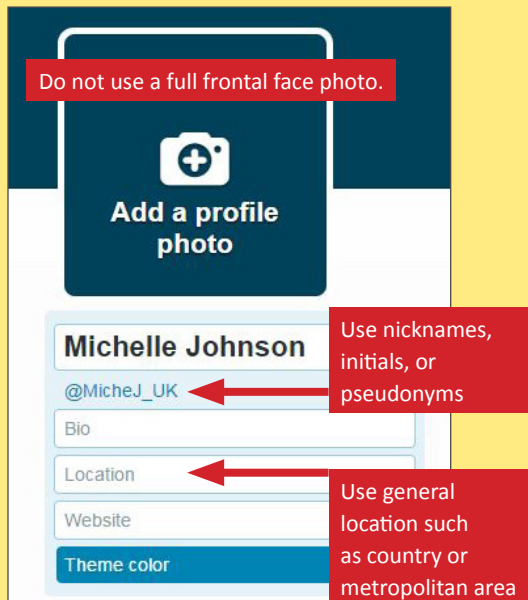


**Mentions (@username)** are used to tag a user in a Twitter update. When a public user mentions a private Twitter account, the link to the profile of the private account becomes visible to the public.



## Profile Settings

Apply the profile and other settings shown to ensure that your information is visible only to people of your choosing.



<b>Account</b>	>
Security and privacy	>
Password	>
Cards and shipping	>
Order history	>
Mobile	>
Email notifications	>
Web notifications	>
Muted accounts	>
Blocked accounts	>
Design	>
Apps	>
Widgets	>

## Twitter Best Practices

- Avoid using hashtags (#) in updates to avoid being indexed and associated with a topic by Twitter Search.
- *Tweet responsibly.* Do not provide personal details regarding your whereabouts or activities in your posts.
- Do NOT share links to personal photos or other online profiles on Twitter.
- Do NOT allow Twitter to use your location on mobile devices.
- Switch your Twitter username quarterly to limit your account exposure.



## Account Settings

Apply the **Groups, Companies, & Applications** settings shown below to minimize the amount of information you share with third-parties.

**Account**  
Change your basic account and language settings.

Username: Username can't be blank. <https://twitter.com/>

Email: miche81@gmx.com  
Email will not be publicly displayed. [Learn more.](#)

Language: English

Time zone: (GMT-04:00) Eastern Time (U)

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**Content**

Country: United States  
Select your country. This setting is saved to this browser.

Tweet media:
 

- Do not inform me before showing media that may be sensitive. You will see all photos or videos even if they contain sensitive media.
- Mark media I tweet as containing material that may be sensitive. Please check this box if your Tweets contain sensitive media so that users can be informed prior to viewing.

Tweet translation:  Show Tweet translations  
Checking this will allow you to translate Tweets that have been translated.

Your Twitter archive: [Request your archive](#)  
You can request a file containing your information. A link will be emailed to you when the file is ready.

[Save changes](#)

[Deactivate my account](#)

Change every ~6 months

Two-factor authentication recommended

Require information to reset passwords

Select **Do not allow anyone to tag me in photos**

Protecting your Tweets makes all your posts *private*. Only those who you approve can access your tweets.

Do NOT add locations to your Tweets. Uncheck.

Do NOT allow others to find your account using your email. Uncheck.

Do NOT allow Twitter to use third-party data to tailor your experience. Uncheck both.

Review your posted information regularly

## Security and Privacy Settings

Apply the **Groups, Companies, & Applications** settings shown below to minimize the amount of information you share with third-parties.

**Security and privacy**  
Change your security and privacy settings.

**Security**

Login verification:
 

- Don't verify login requests
- Send login verification requests to my phone. You need to add a phone to your Twitter account to enable this feature on the web.
- Send login verification requests to the Twitter app. Approve requests with one tap when you enroll in login verification on Twitter for iPhone or Twitter for Android. [Learn more](#)

Password reset:  Require personal information to reset my password  
By default, you can initiate a password reset by entering only your @username. If you check this box, you will be prompted to enter your email address or phone number if you forget your password.

**Privacy**

Photo tagging:
 

- Allow anyone to tag me in photos
- Only allow people I follow to tag me in photos
- Do not allow anyone to tag me in photos

Tweet privacy:  Protect my Tweets  
If selected, only those you approve will receive your Tweets. Your future Tweets will not be available publicly. Tweets posted previously may still be publicly visible in some places. [Learn more.](#)

Tweet location:  Add a location to my Tweets  
When you tweet with a location, Twitter stores that location. You can switch location on/off before each Tweet. [Learn more](#)

[Delete all location information](#)

This will delete all location information from past Tweets. This may take up to 30 minutes.

Discoverability:  Let others find me by my email address

Personalization:
 

- Tailor Twitter based on my recent website visits. Preview suggestions tailored for you (not currently available to all users). [Learn more about how this works and your additional privacy controls.](#)
- Tailor ads based on information shared by ad partners. This lets Twitter display ads about things you've already shown interest in. [Learn more about how this works and your additional privacy controls.](#)

Promoted content:  Tailor ads based on information shared by ad partners.

## Deactivating / Delete Your Twitter Account

To deactivate your account, go to **Settings** and select **Account**. At the bottom of the page, click **Deactivate my account**. You can only reactivate the account within **30 days** after deactivation.

## Notifications & Apps Settings

Set up notifications to help you track the progression of your posted content. Revoke access to all unnecessary third party applications.

**Activity related to you and your Tweets**

Email me when:
 

- My Tweets are marked as favorites. By anyone
- Tweets I'm mentioned in are marked as favorites. By anyone
- My Tweets are retweeted. By anyone
- Tweets I'm mentioned in are retweeted. By anyone
- My Tweets get a reply or I'm mentioned in a Tweet. By anyone
- I'm followed by someone new
- I'm sent a direct message
- Someone emails a Tweet to me
- Someone from my address book joins Twitter

**Note: Private Tweets cannot be retweeted**

**Direct messages are never visible to the public**

**Updates from Twitter**

Email me with:
 

- News about Twitter product and feature updates
- Tips on getting more out of Twitter
- Things I missed since I last logged into Twitter
- News about Twitter on partner products and other third party services
- Participation in Twitter research surveys
- Suggestions about people I may know on Twitter
- Suggestions based on my recent follows

Twitter updates may highlight new security tools or possible risks

Block **unknown or unwanted 3rd party** applications from accessing your account

Check and set to **By anyone**

**Applications**  
These are the apps that can access your Twitter account. [Learn more](#)

**Photos on iOS** by Apple®  
Whether you're flicking through an album or zooming in to see the smallest detail, you'll be amazed at how sharp, vibrant, and beautiful your photos look. And so will everyone you show them to.  
read and write access  
Approved: Sunday, March 11, 2012 9:57:28 PM

**iOS** by Apple®  
iOS 5 Twitter integration  
read and write access  
Approved: Sunday, March 11, 2012 9:56:33 PM

[Revoke access](#)

## Useful Links - For more information or questions regarding this card email [smartcards@novetta.com](mailto:smartcards@novetta.com)

A Parent's Guide to Internet Safety  
Privacy Rights Clearinghouse  
Microsoft Safety and Security  
Online Guardian

[www.fbi.gov/stats-services/publications/parent-guide](http://www.fbi.gov/stats-services/publications/parent-guide)  
[www.privacyrights.org/fs/fs18-cyb.htm](http://www.privacyrights.org/fs/fs18-cyb.htm)  
[www.microsoft.com/security/online-privacy/social-network](http://www.microsoft.com/security/online-privacy/social-network)  
[www.onguardonline.gov/topics/social-networking-sites.aspx](http://www.onguardonline.gov/topics/social-networking-sites.aspx)

