



Twitter Smart Card



Social Networks - 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 and friends take 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 June 2014, the site has approximately 230 million daily active users, generating 500 million Tweets and 2.1 billion search queries daily.



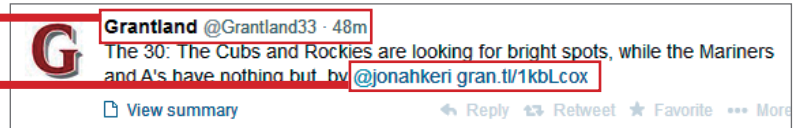
Following are people you subscribe to; **Followers** subscribe to your tweets; **Private Tweets** will only be visible to followers you approve

Tweets

"Tweets" are short text-based messages - up to 140 characters - that users post to Twitter. "Tweet" can refer to a post as well or to 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.

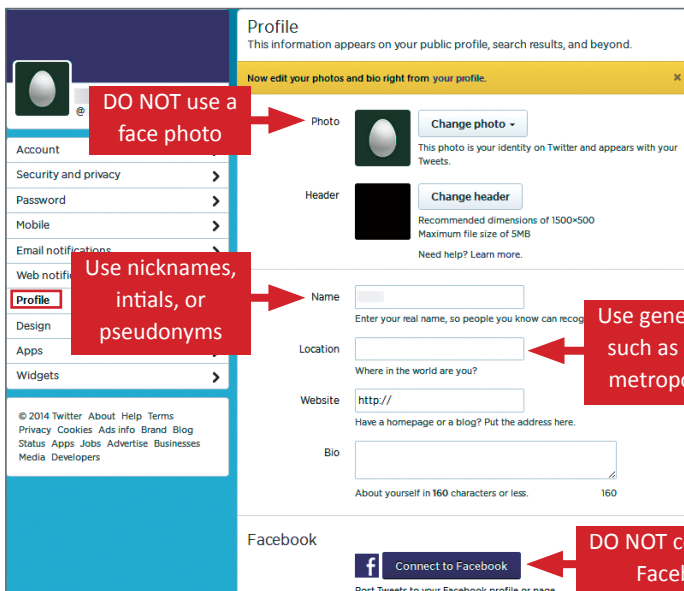
Mentions (@username) are used to tag a user in a Twitter update. When a public user mentions a private Twitter account, the link to the private account profile becomes public.

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



Profile Settings

Apply the **Profile** settings shown below to ensure that your information is visible only to people of your choosing.



Twitter Best Practices

- Avoid using hashtags (#) in updates to prevent Twitter Search from indexing and associating your tweet with a topic.
- *Tweet responsibly.* Do not provide personal details regarding your whereabouts or activities in your post.
- Do **NOT** upload personal photos or websites.
- Do **NOT** allow Twitter to use your location on mobile devices.
- Change your Twitter **username** frequently to limit your account exposure.



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Account Settings

Apply the **Account** settings shown below to ensure that your information is shared in a limited fashion.

Account
Change your basic account and language settings.

Username: [input field] ← **Change every ~6 months**

Email: [input field] @biometricgroup.com

Language: English

Time zone: (GMT-04:00) Atlantic Tim

Content

Country: United States

Tweet media:

- Do not inform me before showing media that may be sensitive
- Mark media I tweet as containing material that may be sensitive

Your Twitter archive: [Request your archive] ← **Review your posted information regularly**

[Save changes] [Deactivate my account] ← **Deactivate (optional)**

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.**" After deactivation, the user can reactivate the account within **30 days**.

Security & Privacy Settings

Apply the **Security and Privacy** settings shown below to protect and reduce the visibility of your personal information.

Security and privacy
Change your security and privacy settings.

Security

Login verification:

- Don't verify login requests
- Send login verification requests to my phone
- Send login verification requests to the Twitter app

Password reset:

- Require personal information to reset my 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

Tweet location:

- Add a location to my Tweets
- [Delete all location information]

Discoverability:

- Let others find me by my email address

Personalization:

- Tailor Twitter based on my recent website visits
- Tailor ads based on information shared by ad partners

Promote content:

- Tailor ads based on information shared by ad partners

Callouts:

- Two-factor authentication recommended** (points to Login verification)
- Add requirement to rest password. Check** (points to Password reset)
- Select "Do not allow anyone to tag me in photos"** (points to Photo tagging)
- Protecting your Tweets makes all your posts private. Only those who you approve can access your tweets.** (points to Tweet privacy)
- Do NOT add locations to your Tweets. Uncheck** (points to Tweet location)
- Do NOT allow others to find your account using your email. Uncheck** (points to Discoverability)
- Do NOT allow Twitter to use third party data to tailor your experience. Uncheck both.** (points to Personalization and Promote content)

Notification & Application Settings

Maintain a small digital footprint by minimizing the number of notifications. Revoke access to unnecessary third 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 reply (By anyone)
- I'm followed by someone new
- I'm sent a direct message
- Someone shares a Tweet with me
- Someone from my address book joins Twitter

Callouts:

- Check and set to "By anyone"** (points to dropdown menus)
- Note: Private Tweets cannot be retweeted** (points to retweet settings)
- Direct messages are never visible to the public** (points to direct message setting)

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

Applications

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

- Photos on iOS by Apple®
- ...

[Save] [Revoke access]

Callout: **Block unknown or unwanted 3rd party applications from accessing your account** (points to Revoke access button)

Useful Links

- A Parent's Guide to Internet Safety: www.fbi.gov/stats-services/publications/parent-guide
 - Privacy Rights Clearinghouse: www.privacyrights.org/fs/fs18-cyb.htm
 - Microsoft Safety and Security: www.microsoft.com/security/online-privacy/social-network
 - Online Guardian: www.onguardonline.gov/topics/social-networking-sites.aspx
- NOVETTA www.novetta.com