

Safe and Social, Social Media Safety Guide



The purpose of this guide



Some people do not always know how to keep safe online.



This guide will outline how to keep safe when using social media.



This guide will outline safety features across a variety of social platforms.



This guide should be utilised to encourage service users to update their social media settings, and to monitor social media use. This guide is intended for use by families and staff with service users.

WhatsApp



WhatsApp is a free social network messaging service that allows you to connect with other WhatsApp users to send messages, pictures, GIFs, your location, and to make and receive phone and video calls.



Privacy

Go to: Settings > Account > Privacy

Last seen: You can choose to either select ‘everyone’, ‘my contacts’, ‘my contacts except...’, or ‘nobody’. This refers to allowing people know when you were ‘last seen’ on WhatsApp e.g. if you opened WhatsApp at 2:05 and then put your phone down your contacts (if selected) will see that you were last active at 2:05.

Profile photo: You can choose to either select ‘everyone’, ‘my contacts’, ‘my contacts except...’, or ‘nobody’. This refers to the picture that will represent you on your WhatsApp profile.

About: You can choose to either select ‘everyone’, ‘my contacts’, ‘my contacts except...’, or ‘nobody’. This refers to what appears beneath your name. This will be visible in your contacts list.

Groups: You can choose to either select ‘everyone’, ‘my contacts’, or ‘my contacts except...’ This refers to who can add you to group conversations.

Status: You can choose to share with ‘my contacts’, ‘my contacts except’, or ‘share with specific contacts’ This refers to sharing texts, photos, videos, and GIF updates that disappear after 24 hours.

WhatsApp



Block

To identify who is blocked:

Go to: Settings > Account > Privacy.

Click on the word 'blocked' to see a list of the people you have blocked.

To block someone:

Go to: Chats

Open a conversation with the person you would like to block.

Click on the persons name at the top of the message thread.

Scroll down to the end and click the word 'block'.

You will be prompted to confirm this with either the option of 'block' or 'cancel'.



Report

Go to: Chats

Open a conversation with the person you would like to report.

Click on the persons name at the top of the message thread.

Scroll down to the end and click the word 'report. You will be prompted to confirm this with either the option of 'report and block or 'cancel'.

If you report this person the last 5 messages from this contact will be sent to WhatsApp. This contact will not be notified.

If you report and block, your chat with this contact will be deleted from the device.

Facebook



Facebook is a free social network website where you can create a personal profile. You can share photos and videos, find out interesting things that are happening, send messages and keep in touch with friends, share thoughts, feelings, emotions with others.

Icon definitions:



Public

Public: Everyone can see your content, including people you don't know or are not friends with.



Friends: Only people you are friends with on Facebook will be able to see your posts and pictures.



Only me: No one, other than me, can see my posts or pictures.



Add a friend.



Like icon. You can like a status, quote, link, image, photo etc.

Facebook



Privacy

Go to: menu  > settings 

Account

Personal and account information— name, information, identity confirmation, & account control

Password and security— change password, authorised log ins, alerts, & emails

Payments—manage payment settings and see payment history

Preferences

News Feed—favourites, unfollow (& reconnect), snooze

Reaction preferences— hiding or allowing you or others to see reactions on posts

Notifications— what notifications you receive and where you receive them

Shortcuts—customise your shortcuts bar 3 things you like most

Language and region—Language and translation options

Media—sounds, video quality, & auto play options

Your time on Facebook—overview & manage how you spend your time

Dark mode—adjusting appearance of Facebook (on or off)

Audience and Visibility

Profile information—work experience, education, places lived, contact & basic info

Posts—who can see your future posts/reels, limit who can see past posts

Stories—privacy, control sharing options, save stories after they disappear

Blocking—view blocked list

Followers and public content— who can follow you, see what you follow, comment

Facebook



Block

Click on the user's profile and then click on the ●●● icon.

Click on the word '**block**'.

To confirm, click on '**block**' again.



Report

Click on the user's profile and then click on the ●●● icon.

Scroll down and click on **Find Support** or **Report Profile**.

From the options, select on what you think is wrong with the post.

Once you select an option that suits you, click it and then click '**Submit to Facebook for review**'.

TikTok



TikTok is a free social media platform used to create and share short videos. TikTok rules require the user to be 13 or older to use the platform, with parental consent. Users can create lip-sync, and dance videos that can last up to 1 minute in duration. Users can watch videos of other's lip-sync creations.



Privacy

Go to **•••** on the top right of your profile.

Click into **Privacy and Safety**.

From here you can choose to have your profile turned to **private**. If you choose to have a private profile only users you approve as followers can view your content. However, existing followers will not be affected.

Underneath this, you will see the word **safety**. You can choose who can post comments, who can duet with you, who can react to you, and who can send you messages.



Block

Underneath the safety options you will see '**Block Lists**'.

Click on this to see the users you have blocked from your profile.

To block someone from your profile

Step 1: Go to the person's profile

Step 2: Click the three dots in the top right

Step 3: Click block and follow the steps in the app.

TikTok



Report an Account

Step 1: Go to the profile of the account you want to report

Step 2: Tap the Settings Icon

Step 3: Tap Report and follow the steps in the app

Report a Video

Step 1: Open the video and tap the share icon

Step 2: Tap report and follow the steps in the app

Report a Comment

Step 1: Tap the comment you would like to report

Step 2: Tap Report and follow the steps in the app

Snapchat



Snapchat is an instant messaging app and service. One of the principal features of Snap chat is that pictures and messages are usually only available for a short time before they become inaccessible to their recipients.



Privacy

1. Click the  button in the Profile screen to open Settings.
2. Scroll down to the 'who can..' section and click on option.
3. Choose an option, then click the back button to save your choice.

Options:

Who Can Contact Me: Choose who can contact you directly with Snaps, Chats, calls, etc. options = My friends (private) or everyone (public).

Send Me Notifications: Choose to receive notifications from everyone or just your friends.

Who Can View My Story: Choose who can view your Story. Tap '**Custom**' if you'd like to block specific friends from seeing your Story.

Who Can See My Location: Choose who can view your location on the Snap Map. Your location won't be shared on the Map until you open it for the first time.

Who Can Use My Cameos Selfie: Choose who can use your Cameos selfie in two-person Cameos.

Who Can See Me In Quick Add: Choose who can see you in Quick Add, a feature that appears around Snapchat which makes it easier to add friends.

Snapchat



Block

Swipe right to go to the **Chat screen**

1. Tap and hold on a friend's name
2. Tap '**Manage Friendship**'
3. Tap '**Block**'

To unblock a friend...

1. Tap your profile icon in the top of the screen
2. Tap  to open **Settings**
3. Scroll down and tap '**Blocked**'

Tap  next to a name to **unblock** that Snapchatter.



Report

Report a Snapchat Account

To report someone's Snapchat account, open the Chat screen, **press and hold** on the Snapchatter's name, tap '**Manage Friendship**,' and tap '**Report**.'

Report a Snap or Story on Snapchat

To report a Snap or Story you see on Snapchat, **press and hold** on it and tap '**Report Snap**' to let us know what's going on.

You can report: Direct Snaps, My Stories, Shared Stories, Public User Stories, Snaps on the Snap Map.

Report a Public Profile

1. Go to the Public Profile that you want to report
2. Tap '**Report**' explain why you're reporting, then tap '**Submit**'

Instagram



Instagram is a photo and video sharing social networking service . The app allows users to upload media that can be edited with filters and organized by hashtags and geographical tagging.



Privacy

To make your account private:

1. Tap  or your profile picture in the bottom right to go to your profile.
2. Tap  in the top right, then tap  settings.
3. Tap privacy.
4. Swipe the tab to the right so it appears blue, your account is now private.

Interactions:

Hidden words: adjust settings to protect yourself from offensive words.

Limits: If you feel you are being harassed you can limit unwanted comments.

Comments: Block comments from people.

Posts: Hide like and view counts, choose who can tag you in photos.

Mentions: Choose who can @ mention you.

Story: Viewing, replying, saving and sharing options.

Live: Viewing and saving options.

Guides: Allowing others to use your posts (on/off).

Activity Status: Showing your activity status (on/off).

Messages: Decide whether message requests go to chats or request folder,

Instagram



Block

1. Tap their username from the feed or story post, or tap  and search their username to go to their profile.
2. Tap  (iPhone) or  (android)
3. To block the account tap block at the bottom and confirm.



Report

Report a post through feed

1. Tap  (iPhone) or  (android) above the post.
2. Tap Report
3. Follow the on screen instructions.

Report someone through their profile

1. Tap their username from the feed, story, post or from your chat with them. You can also tap  and search their username to go to their profile.
2. Tap  (iPhone) or  (Android) in the top right of the profile.
3. Tap Report
4. Follow the on screen instructions.

Tinder



Tinder is an online dating networking application. In Tinder, users "swipe right" to like or "swipe left" to dislike other users' profiles, which include their photo, a short bio, and a list of their interests.



Privacy

How to Hide your Account

- Go to your profile, select settings
- Scroll down and turn off the 'Show me on Tinder' icon. matches.
- Toggling off 'Show me in Top Picks' will prevent you from being shown as a featured Top Pick to other members near you.

To Control Who Sees You:

- Tap your profile photo in the top left
- Click Settings
- Select 'Control Who Sees You' and click 'Only People I've Liked'



Block

- Tap your profile photo in the top left
- Click Settings and click block contacts.
- Click "Import Contacts" and follow the prompts



Report

To report someone, go to their profile > scroll down and tap **Report**.

Plenty of Fish



Plenty of Fish combines all the dating service services into one dating app. Free users can sign up, send messages, get matches, and more. Premium user features include viewing extended user profiles, the ability to stand out in searches, and an ad-free app experience.



Privacy

Hide your profile:

- Log into your POF account. Enter your email/username and password.
- Select "Edit Profile." This will be located at the top of the screen, near the right, next to the link for "My Profile."
- After you select the "Edit Profile" link, at the top of the page you will see a line of text that reads, "To hide your profile from others, click here." Go ahead and click this link. This will hide your profile, and you will no longer appear in the search results of other POF users.

Unhide your profile:

- Whenever you are ready to unhide your POF profile, simply follow these same steps. After you login to your account, click "Edit profile." This time you will see a line of text that reads, "In order to unhide your profile from others, click here." Click this link and your profile will be unhidden.

Hiding your profile on POF means that you will no longer appear in any bar search results. There are some users that will still be able to access your profile. These include:

- People you make contact with after hiding your profile.
- People who currently have messages in your inbox.
- People listed on your "favourites list."

Plenty of Fish



Deleting your profile:

- Visit the "Help" menu.
- After you reach the help menu, you will notice a link near the top centre of the page that reads "Delete Account."
- On the next page, POF will try to convince you to stay a member of their site by providing some testimonials. You'll want to scroll all the way down to the bottom of the page and click where it says, "To delete your account, click here."
- Once again, you'll need to scroll down to the bottom of the page. Here you will see a series of questions for you to answer. You will enter your account info and select your reason for leaving from a drop down menu. Then you can choose to answer a series of optional questions. Finally, you will click where it says, "Delete Account."
- You must have had your POF account for at least 24 hours before you are able to delete it.



Block

If you find yourself the focus of some very unwanted attention, you can block that person from messaging you in the future.

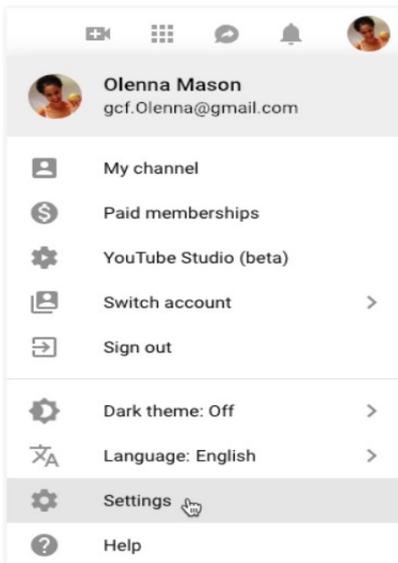
1. Access to the profile you wish to block.
2. From the menu, select **Block This Person**.

To unblock: Click Edit Profile > Settings and select the person and click 'unblock'. *Please note, you can only unblock from a desktop computer!

YouTube



YouTube is a **video sharing service where users can watch, like, share, comment and upload their own videos**. The video service can be accessed on PCs, laptops, tablets and via mobile phones. These supports are for those who have a YouTube account.

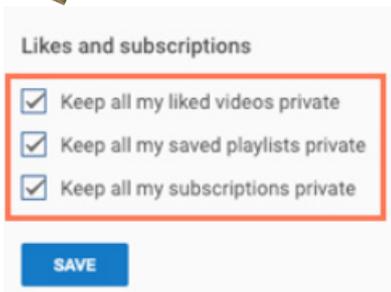


General Settings:

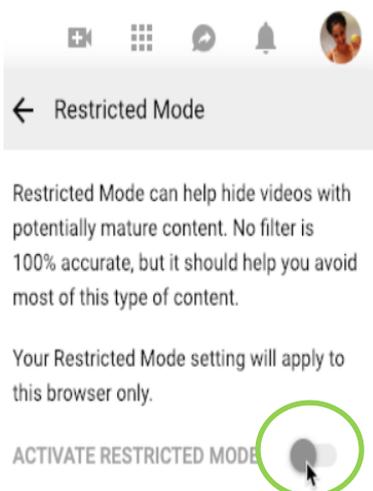
Select your **profile picture** in the top-right corner of any YouTube page and select **Settings**, you'll get to the account settings page. From here, you can change general settings, like your password and email preferences—basically how often YouTube sends you email updates.



Privacy & Restricted Mode



By default, any videos you like and the playlists you create will be visible to everyone on YouTube. If you'd prefer to keep this information private, go to the **History and privacy** settings, check the boxes next to these options, and select **Save**.



Restricted Mode: There is plenty of adult content, crude humour, violence, and otherwise **inappropriate videos** on YouTube. Fortunately, you can turn on YouTube's **Restricted Mode** to automatically **filter and restrict inappropriate videos**. The Restricted Mode **hides the comments** below videos. To activate this, select your Profile Picture in the top-right corner of any YouTube Page, then click **Restricted Mode: On**.

YouTube



Recording and Sharing Videos:

Once you've recorded your video you're ready to **upload** it to YouTube. The process is fairly simple. Just select the **Upload** button near the top-right corner of any YouTube page (it looks like a video camera with a plus sign in it), then choose your video.



Video Privacy:

You'll be able to choose from a few visibility options for any video you upload:

- **Public:** This is visible to all YouTube users and others online.
- **Unlisted:** This is visible only to people who have the URL address
- **Private:** This is visible only to you and the people you choose to share it with (these users will be required to sign in with a Google account to view the video).