

## Social Networking: the 4 Characteristics of Digital Media

1. It's searchable – anyone, anytime, anywhere can find it.
2. It's forever – anyone ( the school principal, your future boss) can find it today, tomorrow, 30 years from now.
3. It's copyable – once they find it they can copy it, share it and change it.
4. It has a global invisible audience – even if your page is private, you can't tell which friend shares your pages. You have no control over what friends will do with it.

## Facebook's Tips for Teens (Must be 13 or over to use Facebook)

1. Don't share your password with anyone.
2. Only accept friend requests from people you know.
3. Don't post anything you wouldn't want your parents, teachers or employer to see.
4. Be authentic. The real you is better than anything you might pretend to be.
5. Learn about privacy settings, and review them often.

## The Do's

**Do** think carefully about how you present yourself when you are choosing a profile image. Your online reputation is important. Think also about the language you use, even if used in jest, what you say and do online will lay down your digital footprint.

**Do** trust your instincts. If it doesn't look or "feel right", it probably isn't. If you find something online that you don't like or makes you feel uncomfortable, turn off the computer and tell an adult.

**Do** be careful with your personal information. Don't post any pictures that you wouldn't want everyone you know to see, that includes your parents and your teachers.

**Do** be careful with the personal information of others. Don't photo tag others without their permission.

## The Don'ts

**Don't** assume everyone you meet online is who they appear to be . The information provided by users when they are registering is not checked. Never agree to meet someone that you do not know.

**Don't** post information that could be used to find you offline – without meaning to, you can give away information that could help someone to find you.

**Don't** reply to messages that harass you or make you feel uncomfortable! Even though you may really want to, this is exactly what cyberbullies want. Don't give them that satisfaction, remain in control.

## Social Networking: How do I take control?

1. Tell someone you trust, like your parents or teacher about what is going on.
2. Block abusers and bullies.
3. Save the offensive posts, they're your evidence! They are not invisible or anonymous online, they have an IP address which can be tracked and traced by the Police if illegal acts are performed.
4. Report them using the site's Report Button.