

# 10 Simple Tips for Safer Social Media Use\*

**#1. LIMIT INFORMATION SHARING VIA PRIVACY SETTINGS.** Select the safest settings for each of your different accounts (Twitter, Instagram, etc.).

**#2. WITHHOLD OPTIONAL PERSONAL INFORMATION.** If you don't have to provide your name, phone number, address, etc., then don't.

**#3. USE A PSEUDONYM FOR YOUR USERNAME.** To keep your real name hidden, try using a made-up name that only you and your friends will recognize as you.

**#4. LIMIT YOUR ONLINE FRIENDS/FANS.** Only accept people you know and trust as your friends or followers.

**#5. THINK OF THE GENERAL PUBLIC AS YOUR AUDIENCE.** If you wouldn't feel comfortable saying something to a group of strangers or sharing a photo or video in public, then don't share it on social media.

**#6. CONSIDER THE POSSIBLE CONSEQUENCES BEFORE POSTING ANYTHING ONLINE.** If you hesitate or feel unsure about sharing something in social media, then don't do it.

**#7. KNOW THAT ANYTHING YOU POST COULD STAY ONLINE INDEFINITELY.** Before sharing anything online, ask yourself: "Do I want this to be available on the Internet for the rest of my life?"

**#8. MONITOR YOUR ONLINE CONTENT.** Periodically google yourself to review your account profiles and to see what personal information others can access about you.

**#9. CHANGE YOUR PASSWORDS FREQUENTLY.** Be sure to use different passwords for each of your different accounts.

**#10. USE COMMON SENSE ONLINE.** Simple common sense can be your best defense against possible harms of social media use.

\*Written by Denise E. Agosto, Ph.D., and June Abbas, Ph.D., based on a 2014 OCLC/ALISE Library & Information Science Research Grant (LISRG). For more information, visit:

<https://onlineprivacysafetyteens.wordpress.com/10-simple-tips-for-safer-social-media-use/>.