U.S. ARMY INFORMATION TECHNOLOGY AGENCY

SERVICE & WORKFORCE EXCELLENCE

Creating Connections

Social Networking Safety Tips

ITA is pleased to provide this information update as part of our commitment to support your information assurance efforts.

-Privacy and security settings exist for a reason: Learn about and use the privacy and security settings on social networks. These settings exist to help you control who sees what you post and manage your online experience in a positive way.

-Once posted, always posted: Protect your reputation on social networks. What you post online stays online. Think twice before posting pictures you wouldn't want your parents or future employers to see.

-Keep personal info personal: Be cautious about how much personal information you provide on social networking sites. The more information you post, the easier it may be for a hacker or someone else to use that information to steal your identity, access your data, or commit other crimes such as stalking.

-Protect your hardware: Safety and security start with protecting computers. Install a security suite (antivirus, antispyware, and firewall) that is set to update automatically. Keep your operating system, Web browser, and other software current as well and back up computer files on a regular basis.

-Know and manage your friends: Social networks can be used for a variety of purposes. Some of the fun is creating a large pool of friends from many aspects of your life. You still need to use caution. Use tools to manage the information you share with friends in different groups or even have multiple online pages. If you're trying to create a public persona as a blogger or expert, create an open profile or a "fan" page that encourages broad participation and limits personal information. Use your personal profile to keep your personal friends more synched up with your daily life.

-Be honest if you're uncomfortable: If a friend posts something about you that makes you uncomfortable or you think is inappropriate, let them know. Likewise, stay open-minded if a friend approaches you because something you've posted makes him or her uncomfortable. People have different tolerances for how much is acceptable.

ESS-P delivers monthly information assurance awareness updates as a customer service from ITA.

Respectfully,
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