

# Safety on popular sites

All pupils should familiarise themselves with safety, privacy and reporting settings before they begin using any site. Most popular sites have information sections on staying safe.



## Facebook

- < Block or report a person or inappropriate post by going to the top of their timeline or post and clicking on the *Block/Report* button. Alternatively click *Privacy Settings* at the top of your account click on the *Block/Report* button and enter their name. You can then choose whether to report, block or unfriend them. >
- < Control who sees what on your Facebook profile, by going to *Account* at the top of the page. Click on *Privacy Settings* and change them so that only 'friends' can see posts or contact you. >



## YouTube

- < Click 'remove' next to any comment to delete it from YouTube. Any replies to the comment will also be removed. >
- < Create a list of approved and banned users by adding and removing users in the comments settings. >
- < Use 'safety mode' to filter out offensive material by scrolling to the bottom of any YouTube page. Click the drop-down menu in the *Safety* section and click *safety mode*. >



## Instagram

- < To make sure only approved followers can see your photos and videos click '*Edit Your Profile*' next to your profile picture. >
- < On iPhone/iPad scroll to *Posts Are Private* and click *On*. On Android, tick the box next to '*Posts are private*'. >
- < When you add an image to *Photo Map*, anyone can see where it was taken. Remove location information from a photo, by tapping the *edit* button in the upper right hand corner of your Photo Map. From there, *deselect* images to permanently remove their location. >

## Ask.FM

- < Stop people posting anonymous questions by going to *privacy settings* and clicking '*Do not allow anonymous questions*'. >
- < Move your mouse over any post and a flag will appear allowing you to report it for spam or scam, hate speech, violence or pornographic content. >
- < Delete a question by clicking the *small cross* in the corner above it. >
- < Block other users from contacting you by hovering over their profile and clicking the *block* icon. >



## Snapchat

- < Make sure only people you've accepted as *Friends* can send by clicking *Menu* in the bottom right hand corner. Next to *Send me snaps*, click '*My friends*' not '*Everyone*'. >
- < To block someone click *Menu* then *My Friends*. Swipe or click and hold on their name, click *Edit* and then click *Block* or *Delete*. >
- < Report a person or abusive message by going to *Snapchat.com* and clicking *Support*. >



## Twitter

- < To block someone from seeing your account, go to their profile page and click the *person* icon. Select '*block*' from the options listed. >
- < Unfollow someone by hovering over the blue *Following* button on their profile page until it changes to a red '*unfollow*' then click on it. >
- < Disable location settings on mobiles by going to settings, then:
  - Twitter for iOS click '*location*', then click '*off*'.
  - Twitter for Android untick '*location*'
  - Twitter mobile.twitter.com, click *edit* next to '*account*' and '*privacy*' and untick '*Add location information to my tweets*'. >
- < Report tweets by tapping the *•••* icon. Select '*report tweet*' and then one of the listed reasons. >