

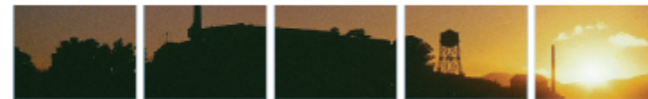
Twitter-Checklist

- ❑ What is Twitter?
- ❑ How Do I Protect My Privacy?
- ❑ Who Can Follow Me?
- ❑ How To Report Something?
- ❑ Unfollow or Delete Content?
- ❑ How do you deactivate my account?

Do the
Check.



What Is Twitter?



Twitter is a social networking site with over 288 million users!

The big appeal with Twitter is how rapid and quick the tweets come in, meaning there is nearly always something new to read: you can track hundreds of interesting tweeters, and read their content with a glance, even celebrities and public figures.

One of the big differences from the other major social networking sites is, you only have 140 characters to use per tweet, this means you have to choose your words very carefully, or just tweet and tweet ... it also promotes focused and clever use of language making tweets interesting and easy to read, as well as challenging to write.

Twitter is a popular public platform used by many to express themselves, share stories, pictures and articles on the net. It can be a place people can find support, friends, jokes and much more.

Unfortunately like anything, it is not always used for good and that's why we have devised this checklist to help you stay safe!

Who Can Follow Me?




My Followers

If you have chosen to 'Protect your tweets' you will receive a notification when someone has requested to follow you. This allows you to choose whether to 'accept' or 'decline' their follow.

If you have chosen not to protect your tweets, anyone can follow you (unless you have previously blocked them) and you will receive a notification informing that they have started following you.

Who am I Following?



If you are looking to follow a celebrity you like, Twitter has made it easy for you. Twitter verifies celebrities, famous people and public figures. This is displayed with a  next to their Twitter handle. Twitter allows parody and fan accounts so this helps you identify the real deal quickly and easily.


You can follow whoever you like, and Twitter will also make suggestions on who they think you might like to follow.

Unfollow or Delete Content?



Unfollowing

If you no longer wish to follow someone you can unfollow them by going to their Twitter profile, click the  button and you will automatically 'unfollow'. If you still want to follow someone but don't want to see their tweets; click the gear  on their profile and select 'Mute', you can 'un-mute' at any time.

If you don't think unfollowing them is enough you can also 'Block a user'. Click the gear  on their page and select 'Block'. This means that the user will no longer be able to follow or message you.

It's good practice to occasionally look through your followers and have a spring clean. If you no longer know someone or don't want them seeing your tweets, then it's good to remove them - it's easy to forget who's following you.

Deleting Content

If you would like to delete a post you created, all you need to do is click on the  next to the favourite star  on the post and click delete. This works for any tweet or re-tweet. If you have 'Favorited' something but didn't want to, you just have to click the  again to un-favourite.

Deactivate my account?



Deactivating Your Account

Before you deactivate your account you should know; Twitter keeps your data for 30 days, after which it will be permanently deleted. You can re-activate your account in this 30 day period just by logging in. If you want to have a Twitter account after 30 days of de-activating your account you will have to start from scratch.

To deactivate your account;



- Log in to Twitter
- Click on the your small profile picture (top corner) and select 'Settings'
- Scroll down to the bottom of the page and click 'Deactivate account'
- Read the account deactivation information
- Select 'Okay, fine, deactivate account'
- Enter your password for the account when prompted and verify that you want to deactivate your account.

Report Something?





Reporting

If someone has posted something that you don't think should be on Twitter (please read the Twitter rules) but you don't want to report the person who posted it; follow these steps:

- Click on the  next to the favourite star  (on the Tweet)
- Select 'Report' from the drop down menu
- Choose what type of report and follow the steps provided

If you don't want to see the post on your timeline but don't think it warrants a report, you can use the 'Mute' option to hide the post.

If you want to report a Twitter user you need to;

- Go to their profile and click on the  next to the  button.
- Click 'Report', and then select what type of report you would like to make.

If you are reporting something or someone for being violent or threatening, you will receive an email form from Twitter confirming your report, making it easier and clearer for law enforcement, should you wish to make it a police matter. You don't have to be following someone to report them or their tweet.

Protect My Privacy?

Privacy

When you set up a Twitter account it is automatically set to 'Public', this means that anyone can see your Tweets, even if they don't follow you; even if they don't have a Twitter account. You can 'Protect' your tweets, which means anyone who doesn't follow you would need to, in order to see your tweets.

To check if your account is public or private take these steps;

- Login to Twitter
- Click on your small profile pic next to the search bar
- Click on 'Settings' and choose 'Security and Privacy' in the left menu
- Scroll down to the 'Privacy' section. If you want to be private tick 'protect my tweets', if you want your account to be public, make sure it is unticked

In this section you can also choose who you want to be able to tag you in photos.

Who Can See My Tweets?

If you have chosen to protect your tweets, only the people that follow you can see them. If you have chosen not to, any one can view your tweets, unless you have blocked them.

Where can I go for further support?

Twitter Help Centre: <https://support.twitter.com>

Twitter Safety & Security: <https://support.twitter.com/groups/57-safety-security>

Twitter Rules & Policies: https://support.twitter.com/groups/56-policies-violations#topic_236

UK Safer Internet Centre

Website: www.saferinternet.org.uk | Email: enquiries@saferinternet.org.uk

Professionals Online Safety Helpline

Phone: 0844 381 4772 | Email: helpline@saferinternet.org.uk

Childnet: www.childnet.com

Internet Watch Foundation: www.iwf.org.uk

Childline: www.childline.org.uk | Phone: 0800 1111

Report abuse or grooming to CEOP: www.ceop.police.uk/ceop-report

Pick up a copy of this checklist along with other Online Safety materials on the SWGfL Store: www.swgflstore.com

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SWGfL
Education that Clicks

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Privacy and Safety Checklist

- Do you know if your account is private or public?
- Do you know how to share with a select group of your followers?
- Do you know who your followers are?
- Do you know how to block someone?
- Do you know how to report a post?
- Do you know how to delete comments?
- Do you know how to delete your account?



Resources for help

Instagram Help Center
<https://help.instagram.com/>

UK Safer Internet Centre
www.saferinternet.org.uk
enquiries@saferinternet.org.uk
0844 800 2382

Do you know how to share with a select group of your followers?

Instagram Direct lets you send a photo or video to a select group of people. Posts won't appear in Feed, search or your profile. Posts sent with Instagram Direct can't be shared through Instagram to other sites like Facebook or Twitter. You also can't tag people or use hashtags in these shared posts.

To send photos/videos with Instagram Direct:

Take a new photo/video or upload one from your camera roll.

Add optional effects, filters and a caption.

Tap **Direct**. You'll see some features appear in green when you're using Instagram Direct.

Tap the names of people you want to send the post to (up to 15 people).

Tap **Send**.

Do you know how to block someone?

When you block someone, they can't see your profile or posts. To block or unblock someone:

- 1 Go to their profile by finding them in your followers list or by searching for their name or username.
- 2 Tap their username to open their profile and then tap (iOS) and (Android).
- 3 Tap **Block User**.

To unblock someone, follow the steps above and then tap **Unblock User**.

Do you know how to delete comments?

You can delete comments you've made, including photo or video captions, as well as comments other people have left on your posts.

To delete a comment or caption:



- 1 Tap **Comment** below the photo
- 2 Swipe to the left over the comment or caption you'd like to delete
- 3 Tap and then choose if you want to **Delete** or **Delete and Report Abuse**



- 1 Tap below the photo
- 2 Tap the comment or caption you want to delete
- 3 Choose if you want to **Delete Comment** or **Delete Comment and Report Abuse**

Do you know how to delete your account?

When you delete your account, your profile, photos, videos, comments, likes and followers will be permanently removed.

To delete your account:

- 1 Log into instagram.com from a computer
- 2 Click your username in the top right and then select **Edit Profile**
- 3 Click **I'd like to delete my account** in the bottom right

Keep in mind that we can't reactivate your account, and you can't sign up with the same username again after the account has been deleted. If you don't want to delete your account but want to change who can see it, you can set your posts to private or block people.

Do you know how to report content?

If you see something that's not following Instagram's Community Guidelines (ex. nudity or self-harm), you can report a photo or video right from the Instagram app or when you see it on instagram.com:

- 1 Tap (iPhone & Windows Phone) or (Android) below the post
- 2 Tap **Report Inappropriate**
- 3 Select why you're reporting the post

If you want to report someone that is impersonating you or someone you know, you can do that right from the Instagram app.

- 1 Go to their profile by finding them in your followers list or by searching for their name or username.
- 2 Tap their username to open their profile and then tap (iOS) and (Android).
- 3 Tap **Report Inappropriate**.
- 4 Select "I believe this account violates Instagram's community guidelines" to report an account.

Do you know who your followers are?

If you have a public account, anyone can follow you and see your posts. If you have a private account, you have to approve every request to follow you and people will only be able to see your photos or videos if you approve them as a follower. Every so often, it's helpful to take a look at your followers and do a spring cleaning of sorts. If you'd like to remove someone that is following you, you can block them, as described on the next page.



Do you know if your account is private or public?

Instagram has a simple privacy setting; you either share your posts with anyone (a public account) or only share with people whom you have approved to follow you (a private account). We encourage people to think before they share, whether they have a private or public account.

