
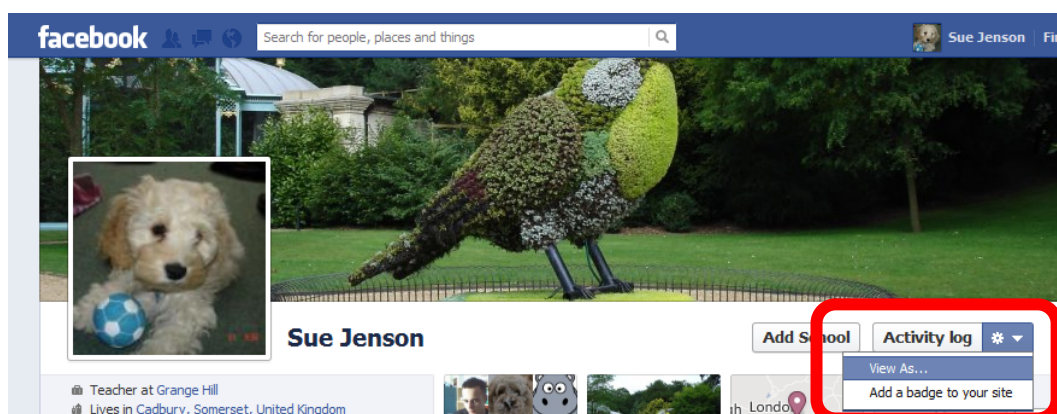


## Health check for your Facebook account

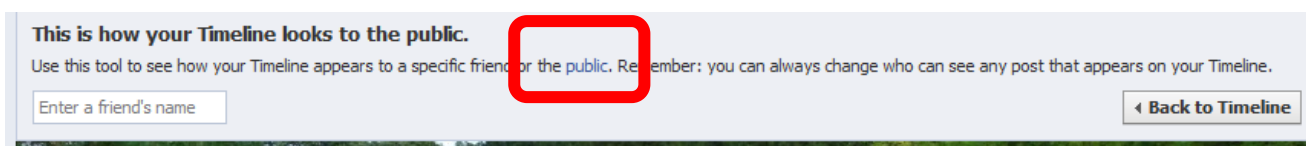
(Fix your Facebook in five minutes-ish)

### Check how your Facebook profile looks to others

1. On your timeline choose the settings icon  >> **View as...**



2. Choose **public**



This will show you how your profile looks to people that you do not have as friends on Facebook, e.g. pupils, parents etc. It's worth scrolling down to when you first joined Facebook as some old posts may be visible, especially if you have had your account for a long time.

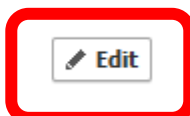
## Review the personal information you are sharing

1. Go to your timeline and choose **About**



2. Review each section by choosing edit

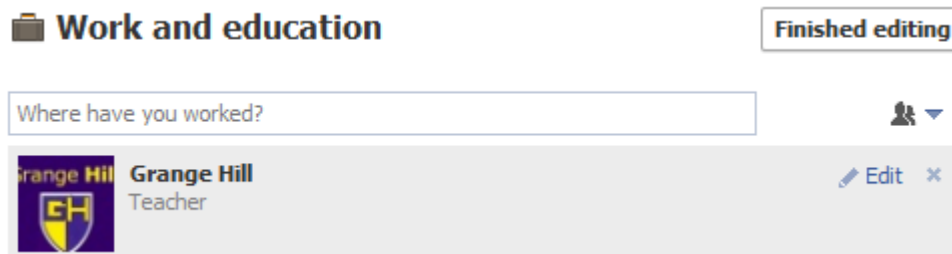
### Basic info



3. Ensure that the option on each section is set to Friends  or custom .

## Make sure your personal and professional personas are not linked

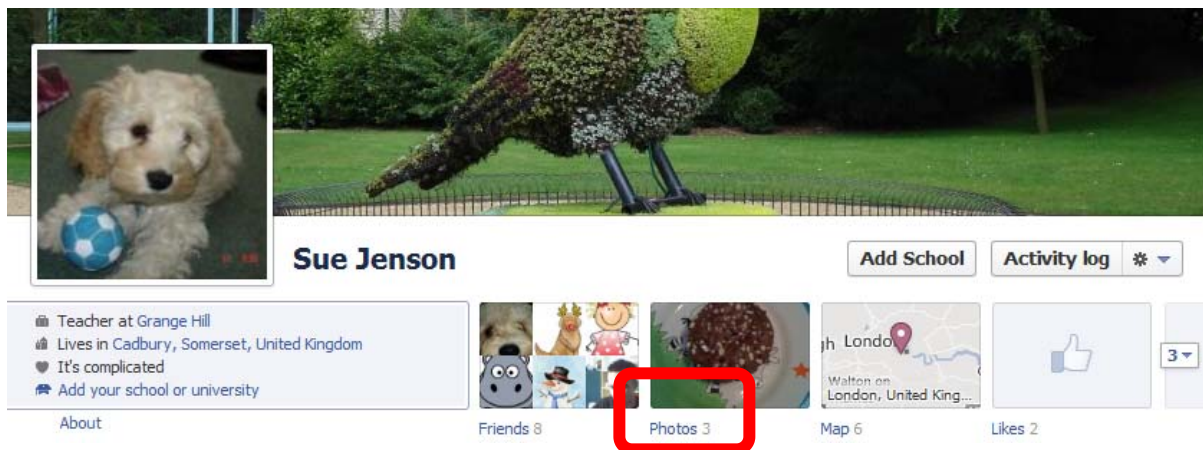
1. Go to **About >> Work and Education**



2. If your current or previous place of work is listed you may wish to remove it by clicking **Edit**. Think carefully about why you would like to share your place of work. Alternatively you may wish to name your LA rather than school, e.g. North Lincs LA although some local authorities may not permit this under their Acceptable Use Policies.
3. Review any previous posts to ensure that they do not reference your pupils, parents or school.
4. Review your Friends list and ensure that you do not have any connections to current pupils or parents. If this is unavoidable, consider creating a list for them which will give you greater control over what they see. Ensure that a senior member of staff, preferably the eSafeguarding/eSafety coordinator is aware of any connections that may compromise your professional status if exploited.

## Check who can see your photographs

1. Go to timeline and choose **Photos**





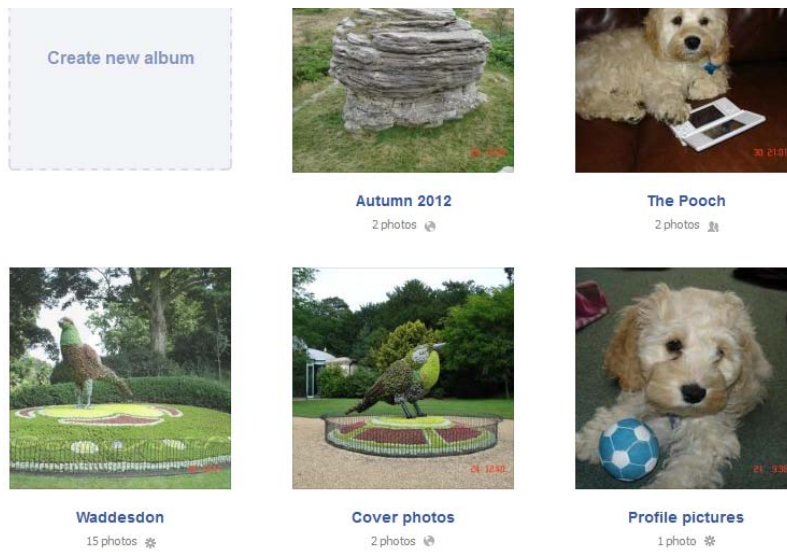
You should now see all the images that you are connected to on Facebook. You can see any photos that friends have tagged you in, all the photos you have uploaded and any albums you have created.

2. Choose the **Albums** option.



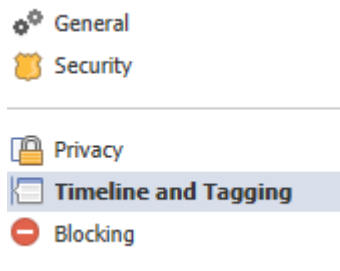
You should now be able to see all your albums. The icon next to each album shows who it is shared with.

Ensure that they are all set to friends  or custom . The cover photos album is set to public by default and cannot be changed - so think carefully about the images you set as your cover photograph.



## Make sure only friends can post on your wall

1. Go to **Home >> Privacy Settings >> Timeline and Tagging**



2. Ensure that **Who can post on your timeline?** is set to **Friends**.

<b>Who can add things to my timeline?</b>	Who can post on your timeline?	<b>Friends</b>	Edit
	Review posts friends tag you in before they appear on your timeline?	On	Edit

## Stop friends tagging you in embarrassing photographs or posts

1. Go to **Home>> Privacy Settings>> Timeline and Tagging**
2. Set **Review posts friends tag you in before they appear on your timeline** to ON
3. Set **Review tags people add to your own posts..... Facebook** to ON

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<b>Who can add things to my timeline?</b>	Who can post on your timeline?	<b>Friends</b>
	Review posts friends tag you in before they appear on your timeline?	<b>On</b>
	Review tags people add to your own posts before the tags appear on Facebook?	<b>On</b>
	When you're tagged in a post, who do you want to add to the audience if they aren't already in it?	<b>Only me</b>

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