

# Putting Your Best Face Forward: Tips for Being Web-savvy and Web-safe

## General Guidelines

- Be aware of the scope of the web; even “secure” sites can easily be hacked, so information that you post is essentially open to the public
  - Even if a site is only available to the Brandeis community, that’s still a lot of people
- A good rule: Only post things that you could show to your grandmother!
- Create complex alphanumeric passwords and make sure that they are unrelated to any of the information you have posted (ie, not your birthday)
  - Not all websites require this level of security in passwords, but it’s still a good idea to follow this guideline

## Creating Your Facebook Profile

- When filling in the personal details for your profile, consider posting only information that is *already available* in the public domain
  - Just because there is a field for something does not mean you have to provide the information!
  - Friends can always email you to ask for more contact info
- Post general information rather than specific details
  - Birthday = September 19 (leave out year)
  - Address = Waltham, MA (leave off Residence Hall and Room #)
    - The Brandeis community can find this information elsewhere
- Consider your *family’s* privacy preferences as well as your own; they may not want their address and phone number posted online!
- Be aware of the image that your responses will project to a future employer, a relative, or an administrator (yes, we can see it too!)
  - Listing your job type as “Waste of Space” does not bode well for future interviews...

- Did you know that you can change your privacy settings on Facebook to keep your identity safe?

Go to <http://brandeis.facebook.com/privacy.php>, where you can adjust:

- who can see you in searches
- who can see your profile
- who can see your contact info
- your profile details

The default setting for most of these is to make ALL of your information available to EVERYONE on Facebook! Limiting the information you make visible and whom you make it visible to is important for protecting yourself online.

- Take a look at the Facebook terms so that you understand what you're getting into when you log on (<http://brandeis.facebook.com/terms.php>).

*Brought to you by the Department of Orientation and First-Year Programs*

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