From: UTech Security
RE: UTech Security Awareness Bulletin - **Tips for Staying Safe on Social Networking Sites**

- Think about how different sites work before deciding to join a site. Some sites will allow only a defined community of users to access posted content; others allow anyone and everyone to view postings.

- Be cautious about how much personal information you provide on social networking sites like Facebook, MySpace, and Twitter.

- Learn about and use the privacy settings on social networks.

- Keep your information to yourself. Don't post your full name, Social Security Number, address, phone number, or bank and credit card account numbers. Be cautious about posting information that could be used to identify you or locate you offline.

- Post only information that you are comfortable with others seeing — and knowing — about you. Many people can see your page, including your parents, your teachers, the police, or the job you might want to apply for in four years.

- Remember that once you post information online, you can't take it back. Even if you delete the information from a site, older versions exist on other people's computers.

- Use strong passwords- Protect your account with passwords that cannot easily be guessed.

- Use and maintain anti-virus software. Anti-virus software recognizes most known viruses and protects your computer against them, so you may be able to detect and remove the virus before it can do any damage.