

Facebook

Facebook requires that users be who they say they are, which allows the company to remove suspicious users and fake accounts, but that has not completely stemmed the tide of fake news, violence, and hate speech that has been one of the more controversial aspects of the site.

Facebook Controversies

Many major controversies stem from privacy and issues and concerns and scandals, where Facebook has made the supposedly private data of users available to advertisers and analysts.

Scams

- Scam ads
- Hidden statistics about people viewing your profile
- Look at this embarrassing video of you!
- Shocking news & headlines

Retaining users' deleted videos (2018)

Even if a user deleted their video, it still remained on Facebook's servers.

Data-Breaches 2018-2019

- In 2018 there was a breach of 50 MILLION records that could have included account names, ID, friends, and apps that use FB logins
- In 2019 there was a breach of 540 MILLION user records that could have included names, passwords, comments and likes.

Scraping of Public Profiles

At one point this data could have included: email address, phone number, location, attended events, liked pages, groups, photos, and all public comments and posts. This data can then be linked to all other kinds of public records (say voter records) as well as what you have done online on other websites.

Apps Sharing Personal Data (- 2019)

- Apps shared data with FB, including private health information like women's periods and pregnancy attempts.
- Apps shared this data with FB even if the user **DID NOT** have a FB account.

Russia meddling in 2016 Election

Russians created thousands of social media accounts pretending to be Americans, paid for Facebook ads during the 2016 campaign that reached 126 million FB users. These ads were not just pro-Trump and anti-Clinton, but aimed at manipulating Democratic voters as well, with campaigns to skip voting or use bogus voting methods.

Cambridge Analytica (2014-2018)

Readers took a "personality" survey through a downloaded app, which also scraped data from their profile AND the profiles of their friends. Only 270k users took the survey and consented to data harvesting, however CA collected data on over 50 MILLION users (including location).

- 2016 US Election (Trump, Cruz)
- Brexit Vote
- 2018 Mexican General Election (IDP)

Rohingya (2018-2019)

- Hate speech against the Rohingya in Sri Lanka (March 2018)
- Hate speech in India (2019)
- Incitement of Genocide against Rohingya in Myanmar (2018)

Facebook Algorithm and “Censorship”

Community moderators are generally outsourced to other countries (Manila)

Automatically ban pictures of things like breasts (even in historical artwork and photos)

Algorithm populates news feed (not your interests)

Activists are often suspended for pointing out hate speech and racism

Censorship is defined as the suppression of words, images, or ideas that are deemed offensive. Usually, censorship involves imposing personal, political, or moral values onto others. The first amendment was drafted to protect free speech from governmental interference. *It does not apply to private organizations or individuals.*
(Emphasis mine)

Categories of speech that fall outside protection are:

- hate speech
- child pornography
- defamation / slander
- incitement to violence
- true threats of violence.

Is Facebook now a quasi-public space? Chuck Johnson lost a similar case against Twitter.

Facebook Tracking

You’ve probably noticed that when you shop for something on one website, ads in Facebook immediately appear for whatever it is you were just looking for. This is not a coincidence but it’s not black magic either. In short, it comes down to primarily two things (there are others, but these are the important ones): unique identifiers and web cookies.

Unique Identifiers

If you want to understand how to make your online presence more secure and more private, you need to understand the basics of how companies collect and collate your data in the first place.

When you log into Facebook, your login credentials require your email address. This email address is your [unique identifier](#).

How do companies use this to collect information? Because this email address is associated only with you, every time this email address appears in an advertiser database, it can be directly linked to your Facebook account. So if you use the same email address for everything, all data you have shared with each of those companies *could* become aggregated into a single file.

Web Cookies

In electronic terms, cookies are not a delicious baked good, but are instead bits of code that hold information about what you are doing. Cookies are what allow you to place an item in your electronic shopping cart, browse around for other items, and then purchase all those items at one time. Without

cookies, the web would not be particularly interactive, because your information could not be saved from one page view to another.

Unfortunately, cookies can be used by “third parties” to track what you are doing, and Facebook does a lot of this. If you see a Facebook “Like and Share” button on a web page, then Facebook is collecting information about what you are doing on that page.

Facebook collects this information **whether you have a Facebook account or not.**

Facebook collates and uses this information **whether you have a Facebook account or not.**

Libra Crypto Currency

In May 2019, Facebook announced it was attempting to start a cryptocurrency with several other corporations (Visa, PayPal, eBay, MasterCard) that they hoped will be used globally instead of credit cards and bank accounts. This would be a big deal for Facebook, because they could then become the place where people go to send money online and shop.

Unlike other cryptocurrencies, which can rapidly fluctuate in value, Libra is supposed to be backed by reserves, so its value should remain relatively stable. It would also (unlike current cryptocurrencies) be built into Facebook and Whatsapp, so it should be simple to use.

There are a lot of possible issues with this, starting with the compliance systems used by banks to put a check on illegal uses, such as money laundering, tax avoidance, and terrorist financing. Another problem is that if Libra becomes part of the global economy, who would be responsible for bailing it out in the case of theft? There are also issues of national security and the flow of money across borders—how would Libra keep users from sending money to North Korea or other restricted countries? Another area which might be easily overlooked is that in the US we have a general prohibition between banking and commerce.

Imagine Facebook’s subsidiary Calibra knowing your account balance and your spending, and offering to sell a retailer an algorithm that will maximize the price for what you can afford to pay for a product. Imagine this cartel having this kind of financial visibility into not only many consumers, but into businesses across the economy. Such conflicts of interest are why payments and banking are separated from the rest of the economy in the United States.

-- Launching a Global Currency Is a Bold, Bad Move for Facebook, Matt Stoller, New York Times, 2019-06-19

And Yet...

Despite these issues, Facebook does have the potential to be a force for good, allowing people to remain in contact across distances in a manner that was unimaginable a half century ago. It has also been useful in emergencies, allowing affected individuals to “check in” and let friends and family know they are safe, which could help to reduce some of the burden on phone lines and cell towers during such times.

Making Your Facebook Use More Secure

Here are the top things you can do to make using Facebook safer:

- Do **NOT** use the Facebook app on your phone. Use a web browser on your phone instead.
- Do **NOT** use the Facebook Messenger app on your phone.
- Install a browser on your computer / device that you **ONLY** use for Facebook.
- Go through all your Facebook privacy settings.
- Do **NOT** use Facebook to log into other websites; create credentials for every site.
- Regularly remove third-party apps that have permissions to your account.
- Use privacy and security add-ons to restrict access to your browsing history.
- Create and use an email account that is unique for Facebook.

Facebook Website on a Laptop (or Desktop)

News Feed

Your News Feed displays posts from family and friends as well as groups and businesses you have liked and/or followed. The News Feed is the main part of Facebook—it's what you see when you first log into the website.

You have two options to make minor modifications to this. One is to hide posts by specific groups or individuals, and the other is to toggle see first for specific pages or individuals.

Hiding Posts

1. Click on the ellipse (...) beside the post that offends you.
2. From the menu, select your desired option.

Hide post

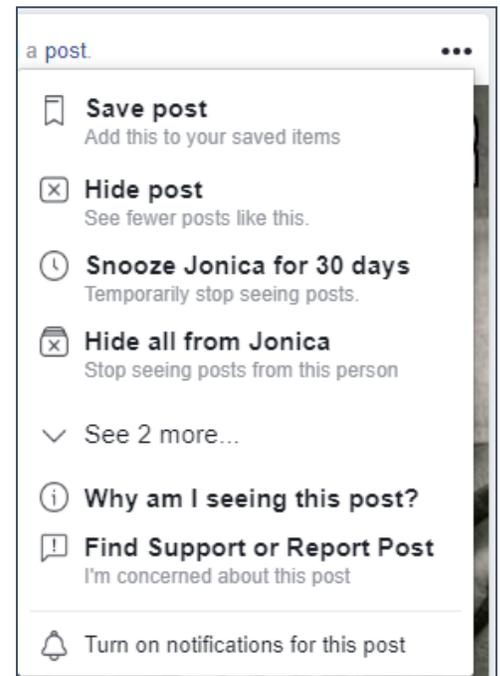
Hide this specific post from your wall / news feed. This is good if you want to ignore a single, specific post.

Snooze for 30 days

Hide posts from this person for a month. This is something that is useful in the month before an election.

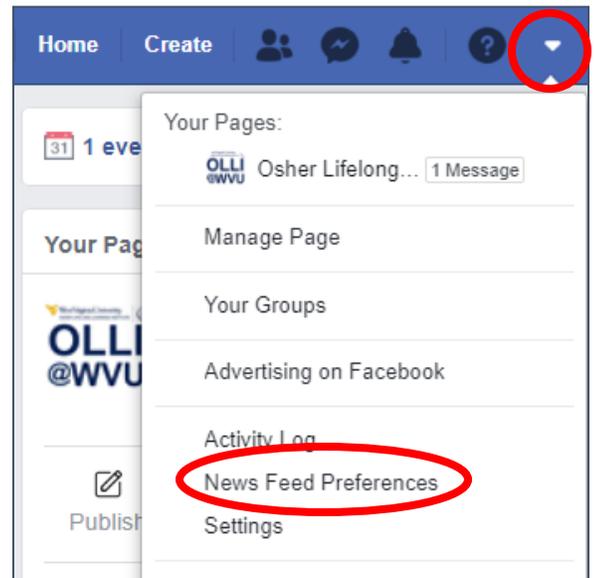
Hide all from / Unfollow

This allows you to stop seeing posts from someone, but still remain friends with them; you can see their posts by going to their wall.

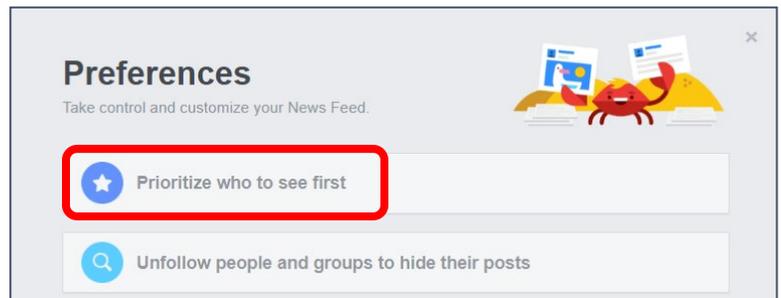


News Feed Preferences

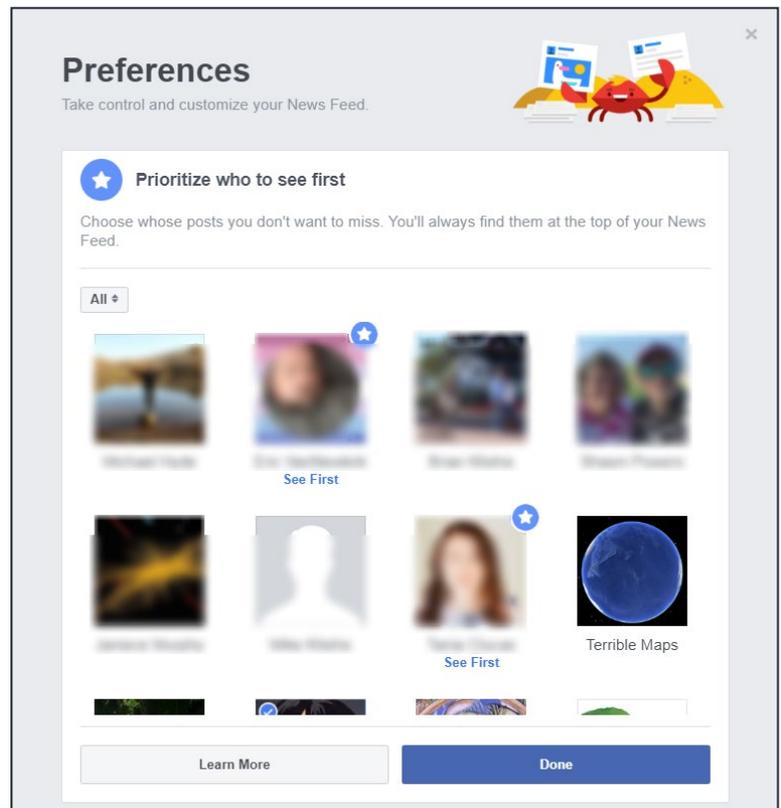
1. In the top right corner of the Facebook window, click the triangle.
2. From the drop down menu, select **News Feed Preferences**.



3. In the Preferences dialog box, click on **Prioritize who to see first**.



4. Click on the picture of someone whose posts you want to make sure you see. A blue **See First** is displayed under their name.
5. Once you're finished, click **Done**.



6. Alternatively, go to the page of the friend or group whose posts you don't want to miss.
7. At the top of their page, click **Following**.
8. From the drop down menu select **See First**.



Posts

There are typically two ways you can post to your timeline: writing a post, or sharing a post from another person or group. When you create or share something on your timeline / wall, that post is displayed on your wall.

Anything you post on your wall—even something you are sharing from someone else's wall, gets its own comment section on your wall. This means that comments you make on posts on other people's walls will not appear on your wall.

Public vs Friends vs Groups

Your posts can have four levels of accessibility: public, friends, specific friends, and only me.

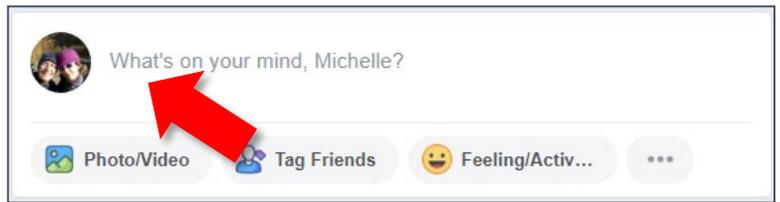


Posting something to the public means that anyone in the world who access Facebook can see what you posted. Friends means that the post will be visible to everyone in your friends list. Selected Friends posts are displayed to a group or a handful of friends. Only Me is precisely what it sounds like.

If you change the post visibility when you are creating the post, that setting will “stick” and be the setting for all posts going forward. You do have the ability to change the visibility of a post after it has been created, and in usually this is easier than trying to remember to change the visibility the next time you post.

Writing Posts

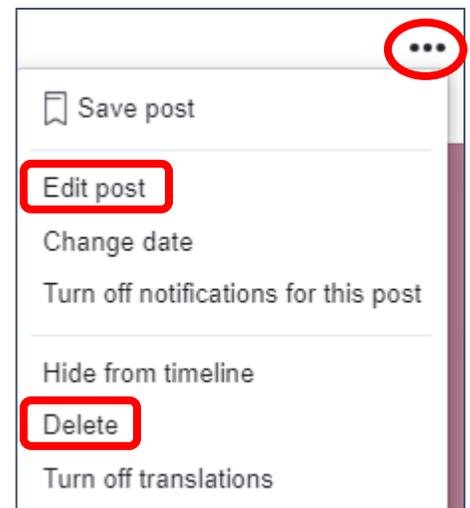
1. In your newsfeed or on your profile, click in the post area.



2. Type whatever you want to say. Click the links to add pictures, tag friends, or add emoticons. Once you've added everything, click **Post**.



3. Once you have created a post, you have the option to edit or delete what you posted. In the top right corner of your live post, click the **ellipse (...)**.
4. From the menu that appears, select the desired option.
5. The ellipse is also available on comments you make to others posts to edit or delete.

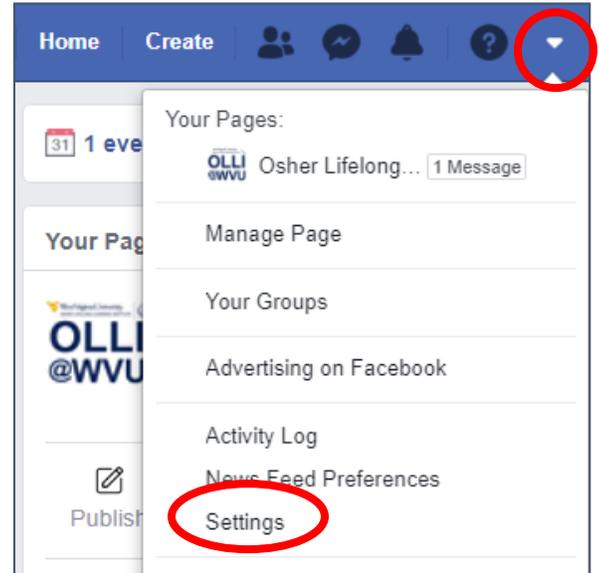


Settings

Settings are where you will go to check on your privacy and security, as well as to do things like tweak your notifications.

Accessing Your Facebook Settings

1. In the top right corner of the Facebook window, click the triangle.
2. From the drop down menu, select **Settings**.



Privacy

1. Open your Facebook settings.
2. In the left pane, click **Privacy**.

Who can send you friend requests?

Setting this to Friends of friends limits the audience of people who can make friend requests, however, it means that if you don't have friends in common, you can't receive a friend request from someone.

Who can see your friends list?

Unless you know someone famous, Friends of friends is a reasonable choice.

Do you want search engines outside of Facebook to link to your profile?

Do you want your Facebook page to come up in a google search of your name? My answer is no. You have to decide this for yourself.

Timeline and Tagging

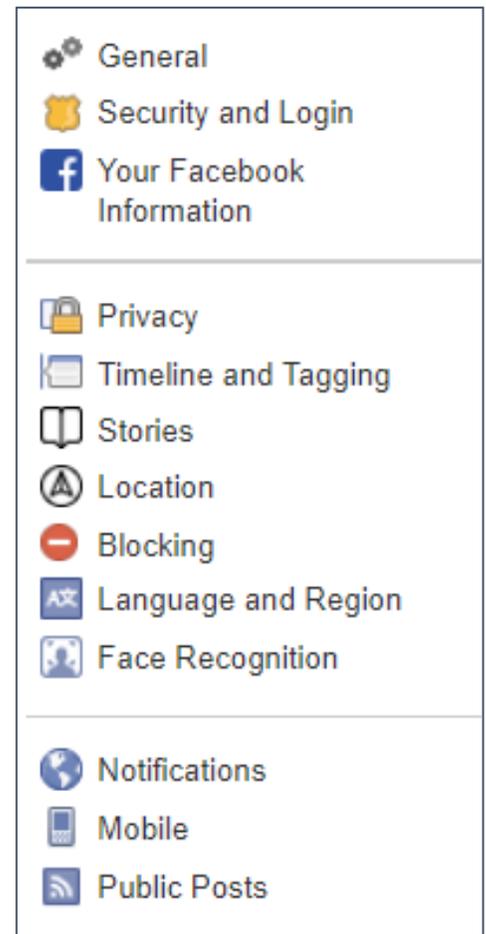
1. Open your Facebook settings.
2. In the left pane, select **Timeline and Tagging**.
3. Change the toggles to restrict who can see your posts to your desired options.

Who can post on your timeline?

This allows you to restrict who want write on your wall / timeline. If you have family members who passive-aggressively share things on your timeline, restricting this might be useful.

Who can see posts you're tagged in on your timeline?

If someone tags you in a post, who do you want to see that post?



Review posts you're tagged in before the post appears on your timeline?

If someone tags you in a post, do you want to OK it before other people can see it?

Face Recognition

1. Open your Facebook settings.
2. In the left pane, select **Face Recognition**.
3. On the right side of the window, click on **Edit**.
4. Change the toggle from Yes to **No**. Click **Close**.

Location History

Location history is set through the Facebook app on your mobile device. Through the website you can see your location history if it is turned on, but you can't modify it from the website.

Notifications

Notifications are updates you can receive about what has happened on Facebook. By default, Facebook wants you to know ABSOLUTELY EVERYTHING ALL THE TIME. This is designed to keep you using Facebook, and can be overwhelming. You can turn these various notifications off, or allow some notifications but not others.

- **Red Alert Notifications:** Notifications that appear above the bell icon. When you have a new notification, a red bubble will appear with the number of new notifications you've received.
- **Email Notifications:** Notifications you receive via email. Facebook sends a message to your email to let you know you have been tagged in a post or something similar.
- **Push Notifications:** Notifications that appear when you're not actively using Facebook.

Notifications Settings

What Notifications You Receive

 **Comments**
Push only

These are notifications for comments on your posts and replies to your comments.

Where you receive these notifications

 Push	On <input checked="" type="checkbox"/>
 Email	Off <input type="checkbox"/>
 SMS	Off <input type="checkbox"/>

 **Tags**
Push only

Pruning Facebook Notifications

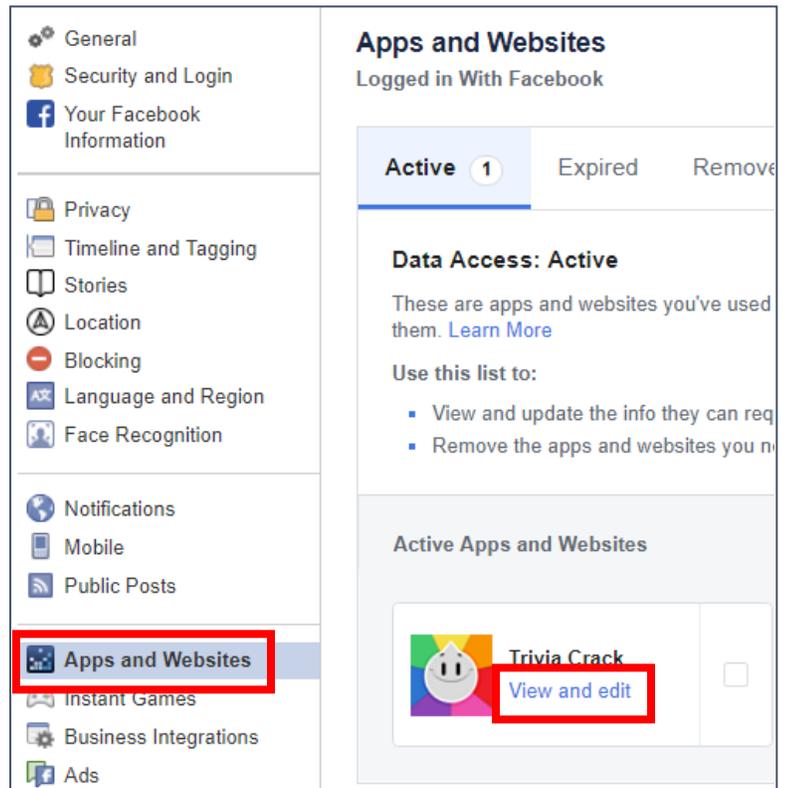
1. Open your Facebook settings.
2. In the left pane, select **Notifications**.
3. Go through all your notification settings and turn off various notifications.

Apps within Facebook

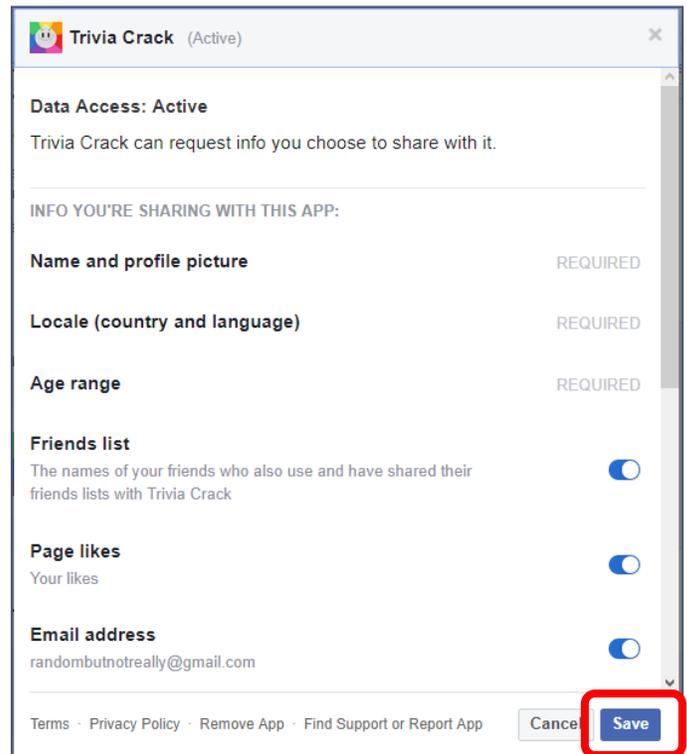
As we saw with the Cambridge Analytica scandal, Facebook apps have disseminated your data in ways you probably are not comfortable with. It's important to see what apps have access to your information, and to remove apps that are not integral to your Facebook experience.

Seeing Your Facebook Apps

1. Open your **Settings**.
2. Along the left side of the page, select **Apps and Websites**.
3. The display shows you all the apps you have given permission to view your profile.
4. To view the permissions an app has to your profile, click **View and edit**.

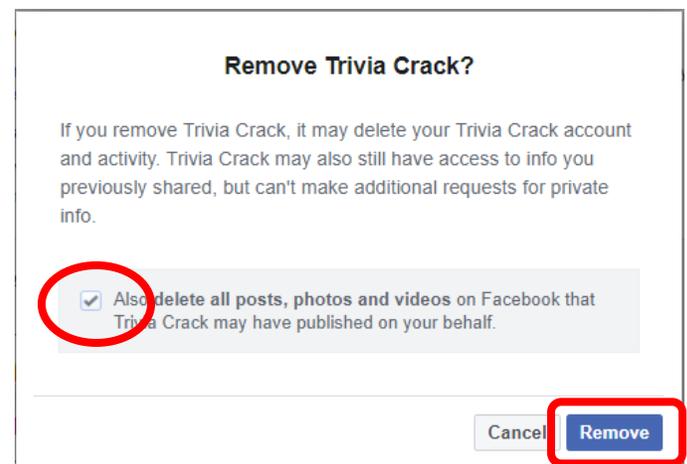
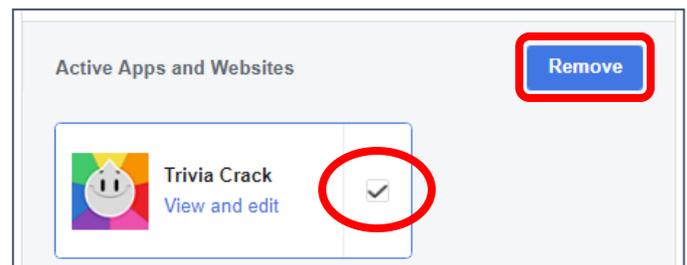


- The permissions for the selected app appear in a menu. You will see there are some options you can toggle off, and some you cannot.
- Once you are finished making any changes, click the **Save** button.



Removing Apps

- In the list of active apps, find the app you want to remove.
- To the right of the app is a very faint check box. Click inside that box to select the app (or apps) to be deleted.
- Click the **Remove** button.
- A dialog box opens making sure you want to remove the app. Place a **check** in the box beside the text asking if you want to delete all posts, photos and videos.
- Click **Remove**.



Messenger

Using Facebook Messenger generally gives people the ability to see if you are online. I do not recommend using the Facebook Messenger App on your mobile device, for privacy and security reasons, so we're going to look at FB messenger in the web browser.

Facebook Chat Options

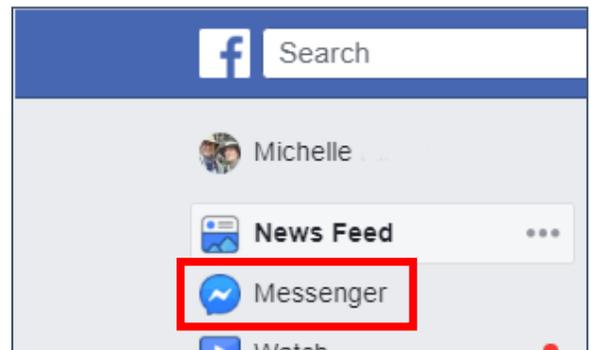
One of the ways Facebook pushes you to use Facebook Chat / Messenger is by putting it right in your face. Luckily, you can close your chat box and turn off your active status. This will keep people from knowing when you are online.

Using Facebook Messenger in Your Browser

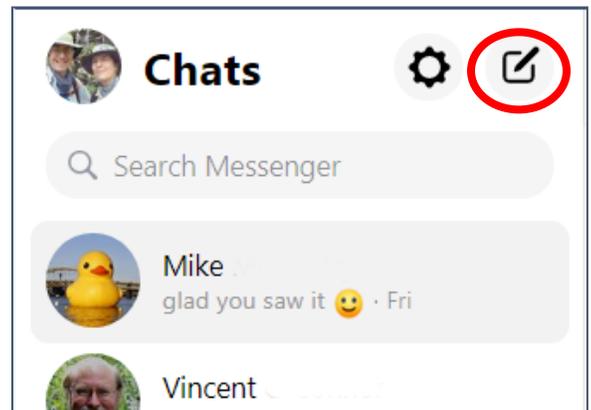
If you are not using the Messenger app or the chat box, Facebook is going to make it more annoying for you by forcing you to go to a separate page. Just keep in mind that Facebook is making things less easy precisely so you will use the app. Although it is not as convenient, I recommend having private conversations through a messaging app, such as Skype or Signal.

Using Messenger in Your Browser

1. In the top left corner of the Facebook window, beneath your news feed, click on the **Messenger** link.

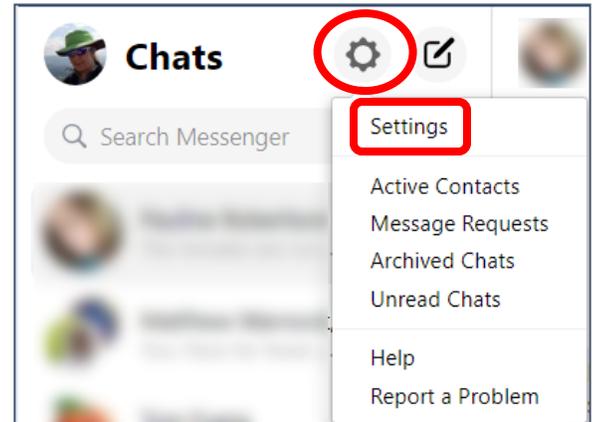


2. A list of ongoing chats appears in the left pane. Click on any chat to add to the message thread.
OR
Click the **New Message** icon to create being a new chat.

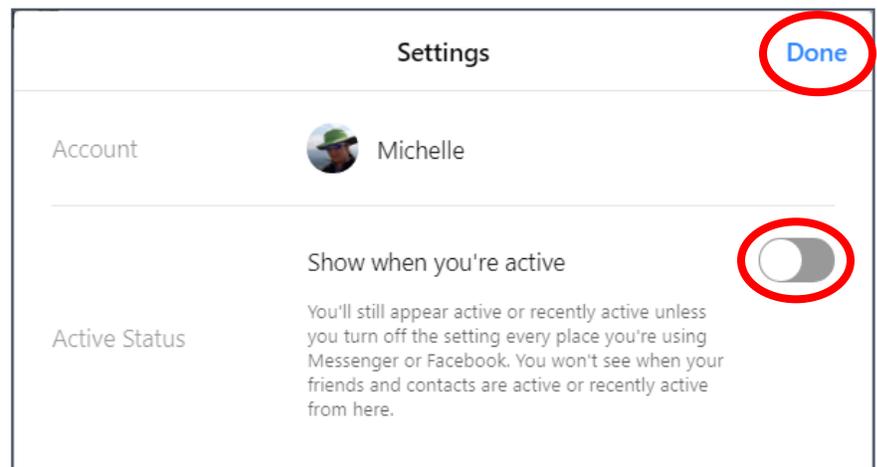


Turning off Active Status

1. Open Messenger.
2. Click the **Options** (gear) icon
3. From the drop down menu, select **Settings**.

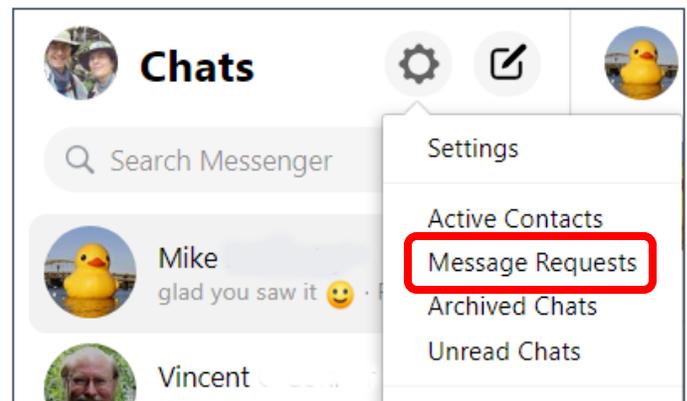


4. Toggle **Show when you're active**.
5. Click **Done**.



Finding Missed Chat Messages

1. If you are not already a friend with someone, Facebook hides those conversations in a folder called **Message Requests**.
2. Check this folder occasionally to see if anyone has tried to contact you.



Facebook App on Android



News Feed

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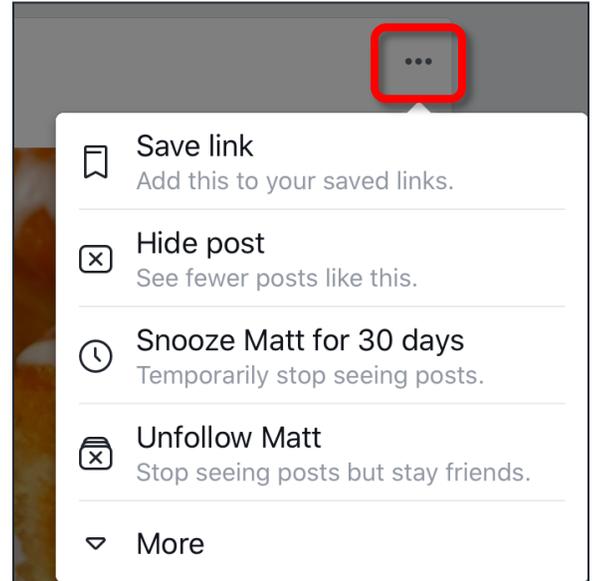
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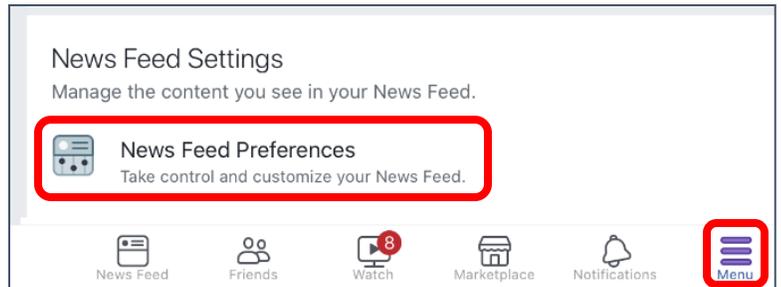
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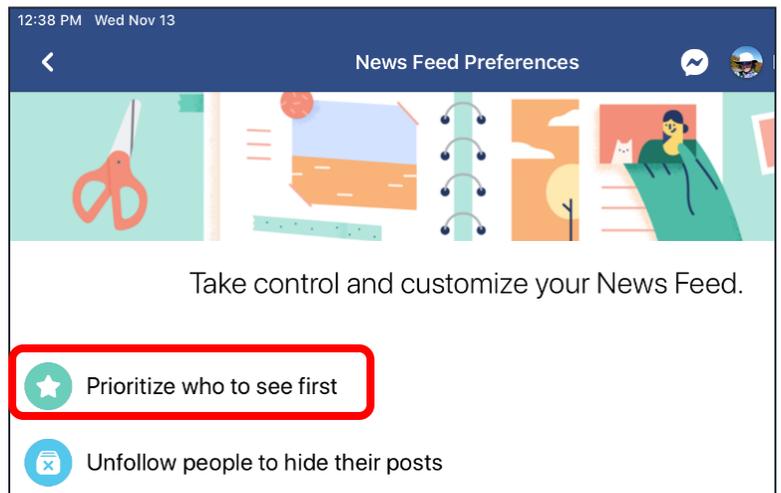


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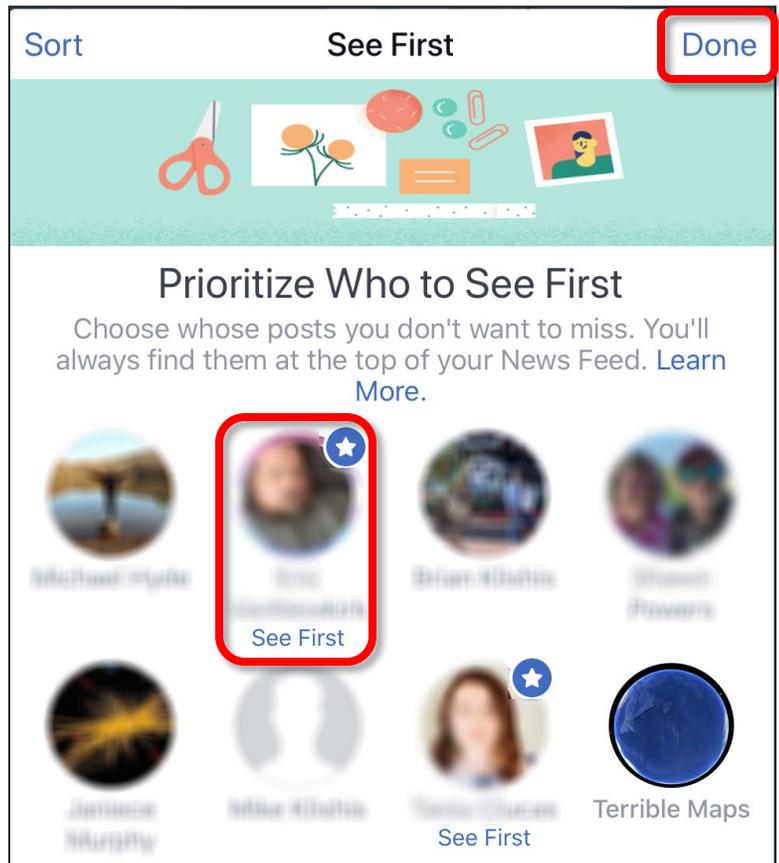
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2. From the menu select **News Feed Preferences**.



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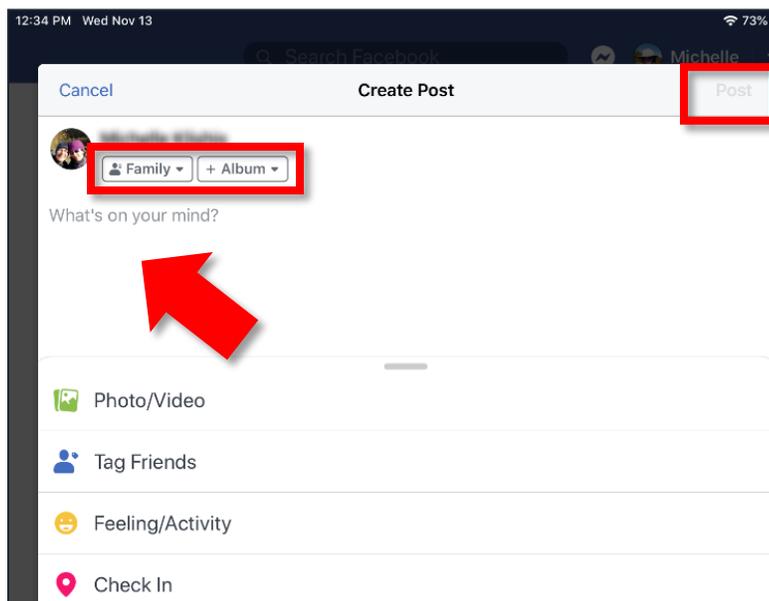


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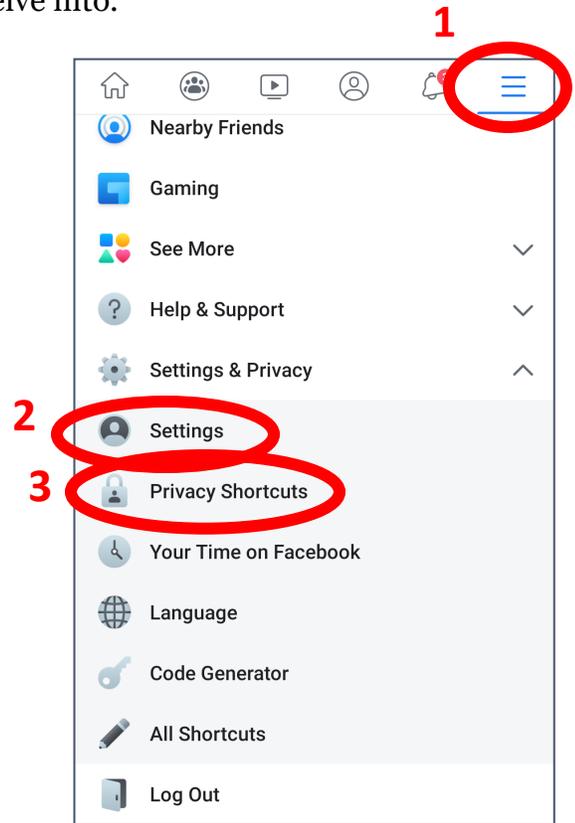
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4. From the menu that appears, select the desired option.
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Facebook Settings

Obviously, my first recommendation is to NOT use the Facebook app on your phone, but if you are going to use the app, there are definitely settings you should delve into.

Accessing Facebook Settings

1. Open the Facebook app.
2. In the upper right corner, click the three parallel lines to access the available menu options.
3. Scroll down through the list until you see **Settings & Privacy**.
4. The menu expands out, select **Settings**.



Privacy Settings

1. Open your **Settings**.
2. Scroll down to the **Privacy** section.
3. Tap on **Privacy Settings**.
4. Make changes to your settings as desired.

Who can send you friend requests?

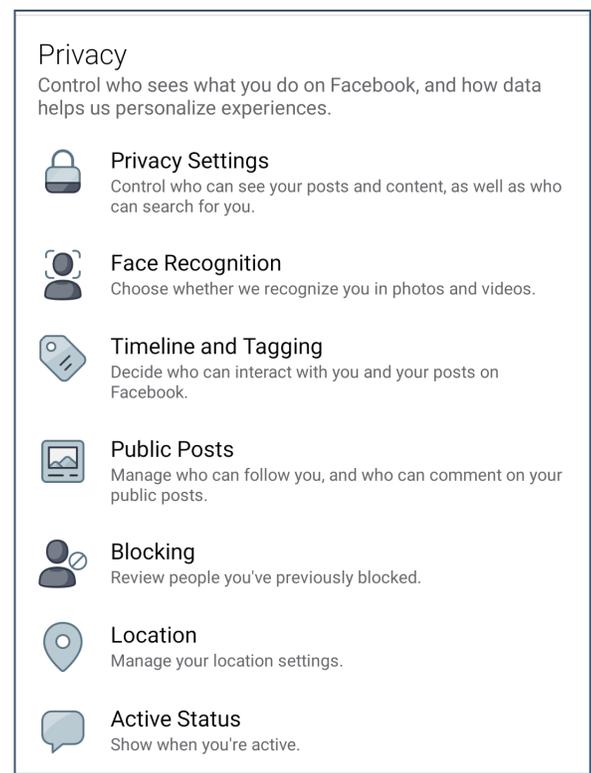
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Timeline and Tagging

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Face Recognition

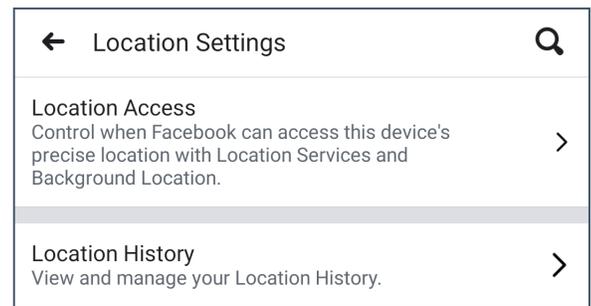
1. Open your **Settings**.
2. Scroll down to the **Privacy** section.
3. Tap on **Face Recognition**.
4. Toggle on or off.

Location Settings

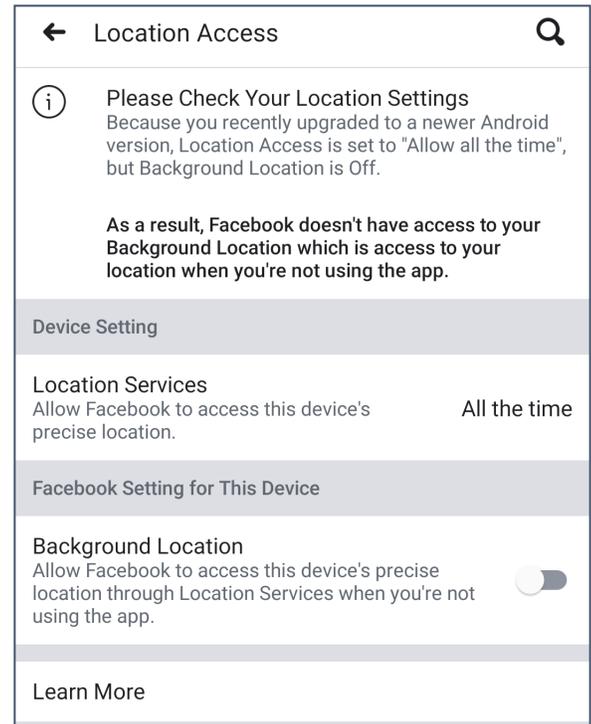
In general, unless you use Check-in, there is no reason to allow Facebook to know your location. I recommend turning all location settings off. If this setting has been on, assume that Facebook knows precisely where you live, and all the places you frequently visit, including the homes and family members and your favorite stores.

Accessing Your Location Settings

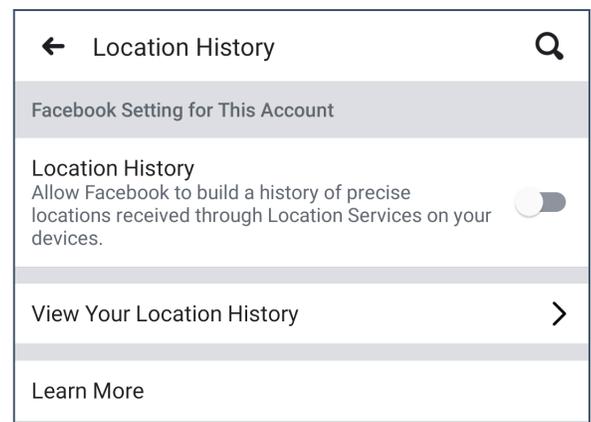
1. Open your **Settings**.
2. Scroll down to the **Privacy** section.
3. Select **Location**.
4. Open **Location Access**.



5. Facebook will act like it is vitally important it knows where you are at all times. It is **NOT**.
6. Toggle **OFF** the setting to give Facebook **Background Location**. Facebook definitely does NOT need to know where you are when you are not using the app.
7. Select **Location Services** (under Device Setting) and change this setting to **Never**. Or if you use Check-in, you can set it to when you are actively using the app. But I highly recommend **Never**.



8. You should also clear your location history and tell Facebook is cannot build a location history. This won't change what information Facebook has used in the past, but it will keep Facebook from using your location going forward.



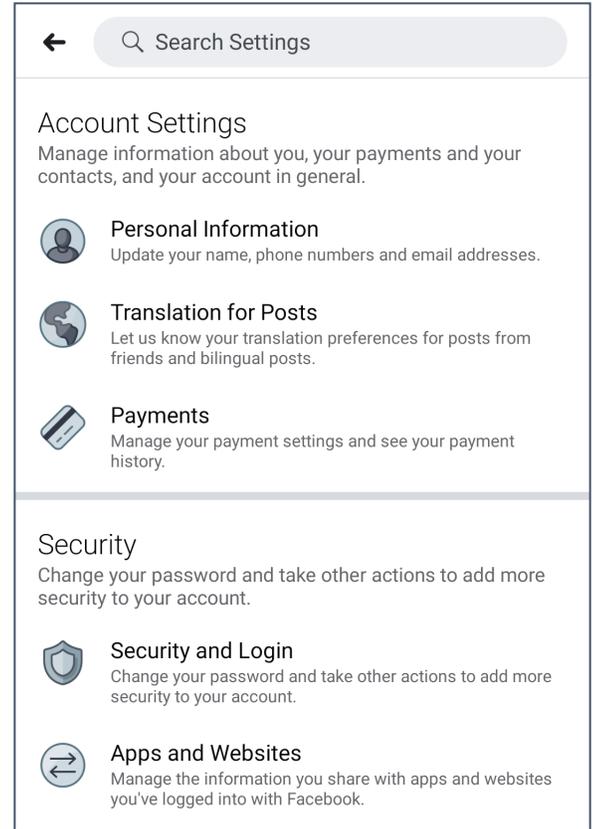
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Notifications are updates you can receive about what has happened on Facebook. By default, Facebook wants you to know **ABSOUTELY EVERYTHING ALL THE TIME**. This is designed to keep you using Facebook, and can be overwhelming. You can turn these various notifications off, or allow some notifications but not others.

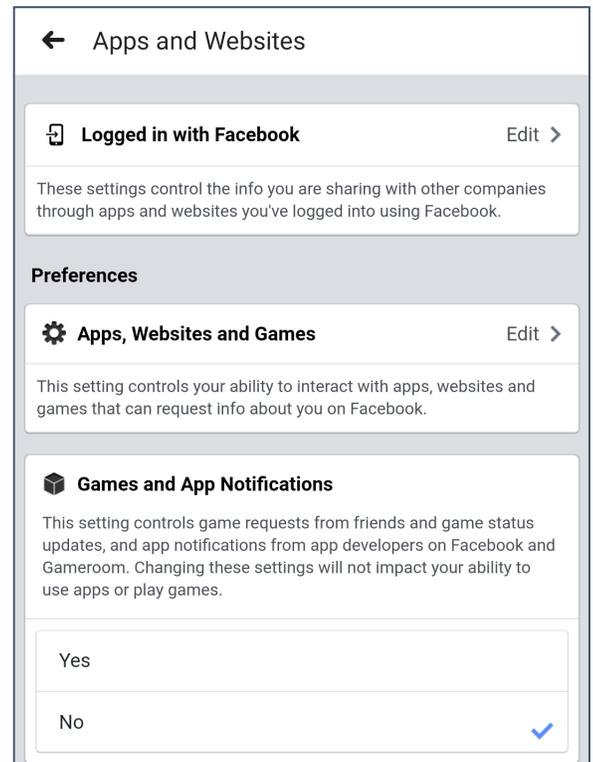
- **Red Alert Notifications:** Notifications that appear above the bell icon. When you have a new notification, a red bubble will appear with the number of new notifications you've received.
- **Email Notifications:** Notifications you receive via email. Learn more about email notifications.
- **Push Notifications:** Notifications that appear when you're not actively using Facebook. Learn more about mobile and desktop push notifications.

Apps within Facebook

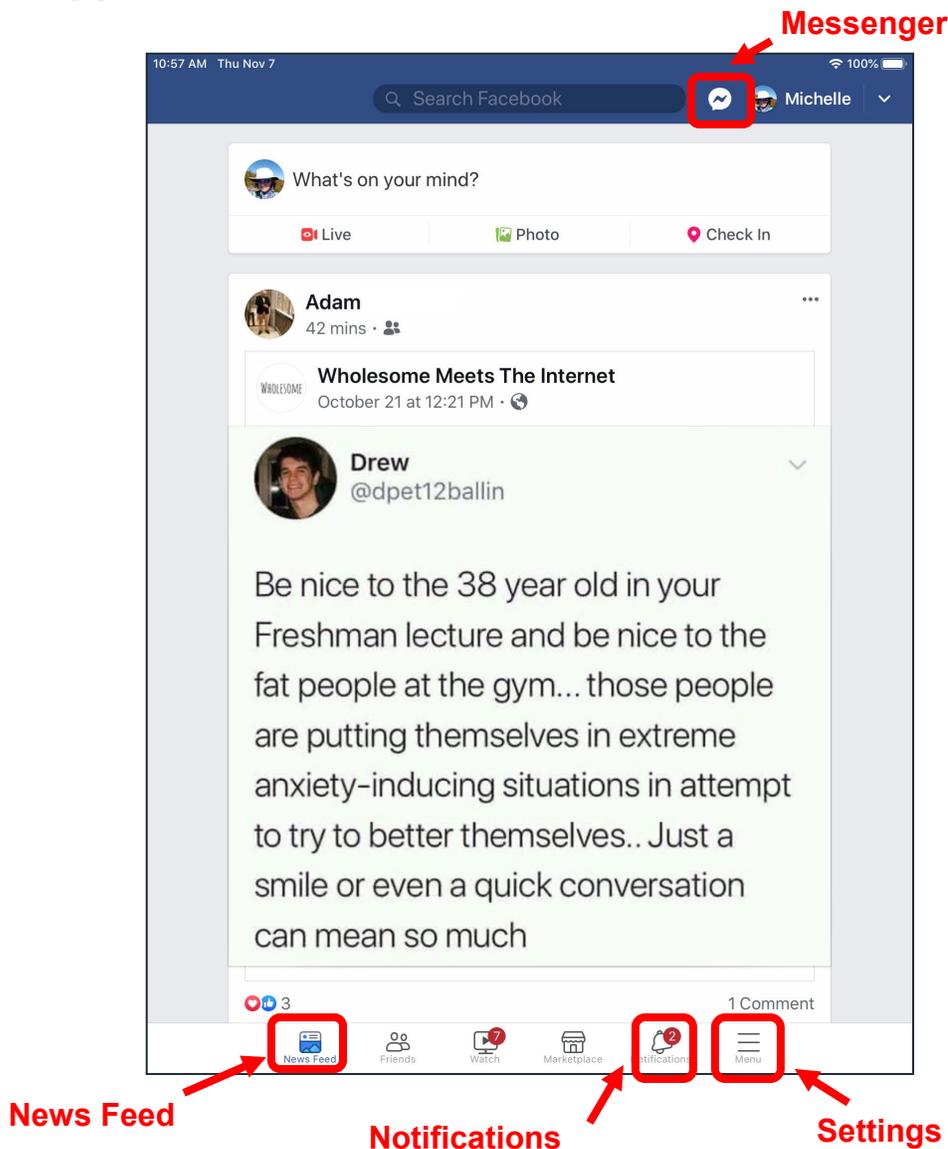
1. Open your **Settings**.
2. Scroll down and then select **Apps and Websites**.



3. Check each of these settings to see what (if any sites) you have logged into with using your Facebook credentials.
4. Check and see what (if any) apps have been given permission to your profile.



Facebook App on iOS



News Feed

Your News Feed displays posts from family and friends as well as groups and businesses you have liked and/or followed. The News Feed is the main part of Facebook—it's what you see when you first log into the website.

You have two options to make minor modifications to this. One is to hide posts by specific groups or individuals, and the other is to toggle see first for specific pages or individuals.

Hiding Posts

1. Click on the ellipse (...) beside the post that offends you.
2. From the menu, select your desired option.

Hide post

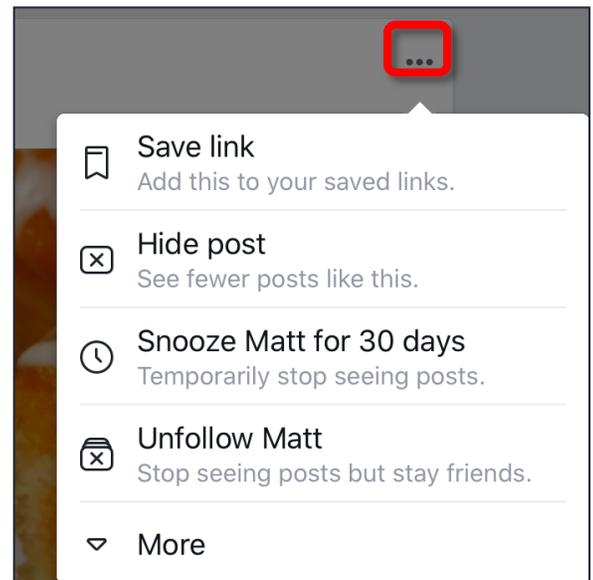
Hide this specific post from your wall / news feed. This is good if you want to ignore a single, specific post.

Snooze for 30 days

Hide posts from this person for a month. This is something that is useful in the month before an election.

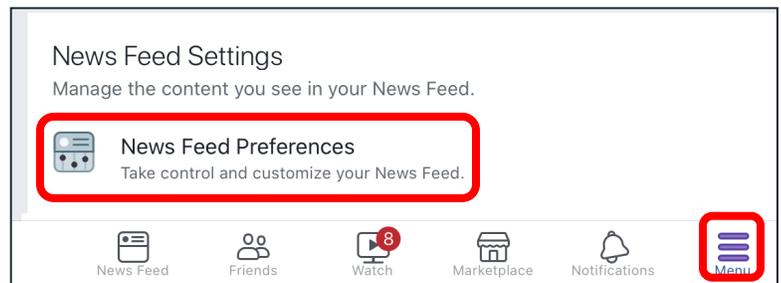
Hide all from / Unfollow

This allows you to stop seeing posts from someone, but still remain friends with them; you can see their posts by going to their wall.

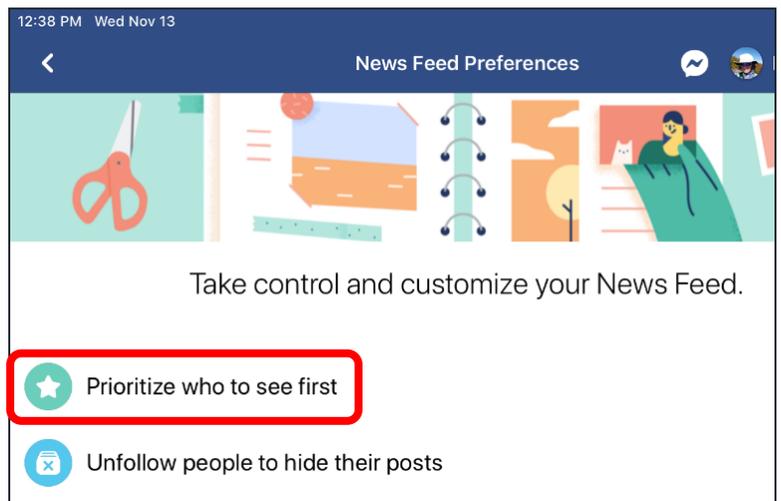


News Feed Preferences

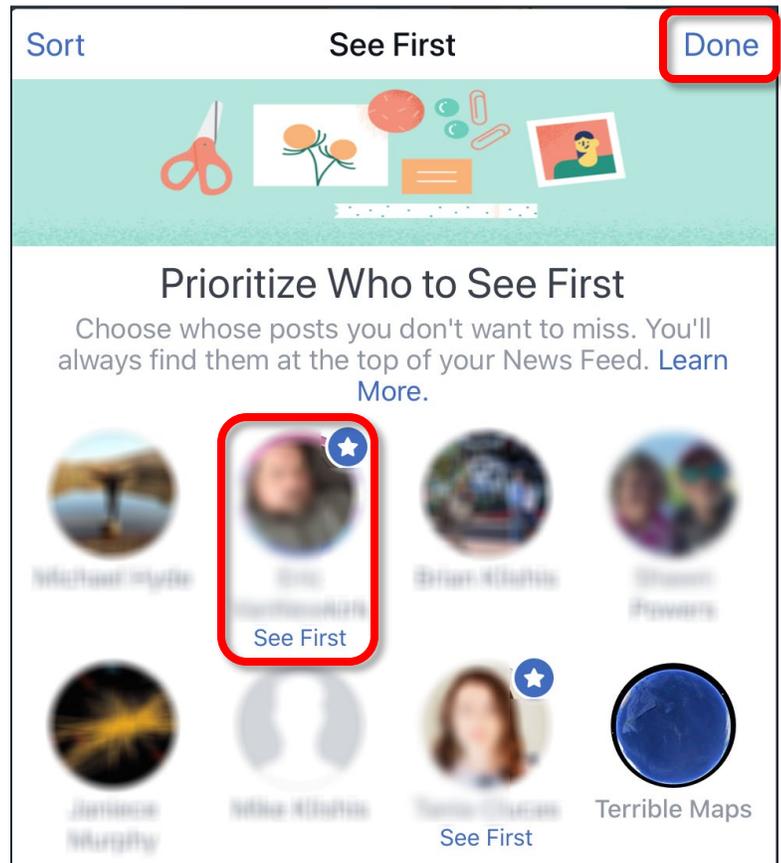
1. In the lower right corner of the Facebook window, click the three parallel lines.
2. From the menu select **News Feed Preferences**.



3. Tap **Prioritize who to see first**.



4. Tap on the picture of someone whose posts you want to see first. A blue **See First** is displayed under their name.
5. Once you're finished, click **Done**.



Posts

There are typically two ways you can post to your timeline: writing a post, or sharing a post from another person or group. When you create or share something on your timeline / wall, that post is displayed on your wall.

Anything you post on your wall—even something you are sharing from someone else's wall, gets its own comment section on your wall. This means that comments you make on posts on other people's walls will not appear on your wall.

Public vs Friends vs Groups

Your posts can have four levels of accessibility: public, friends, specific friends, and only me.

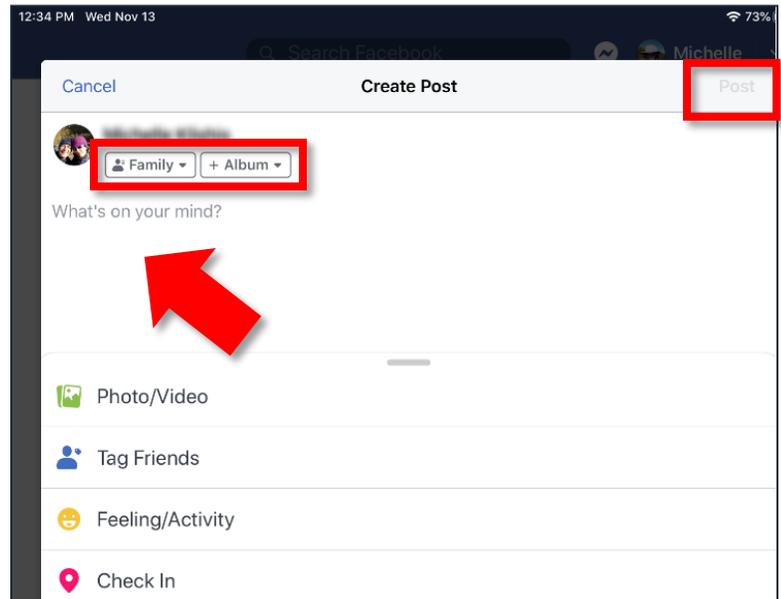


Posting something to the public means that anyone in the world who access Facebook can see what you posted. Friends means that the post will be visible to everyone in your friends list. Selected Friends posts are displayed to a group or a handful of friends. Only Me is precisely what it sounds like.

If you change the post visibility when you are creating the post, that setting will “stick” and be the setting for all posts going forward. You do have the ability to change the visibility of a post after it has been created, and in usually this is easier than trying to remember to change the visibility the next time you post.

Writing Posts

1. In your newsfeed or on your profile, tap in the post area.
2. Type whatever you want to say. Click the links to add pictures, tag friends, or add emoticons. Once you’ve added everything, click **Post**.



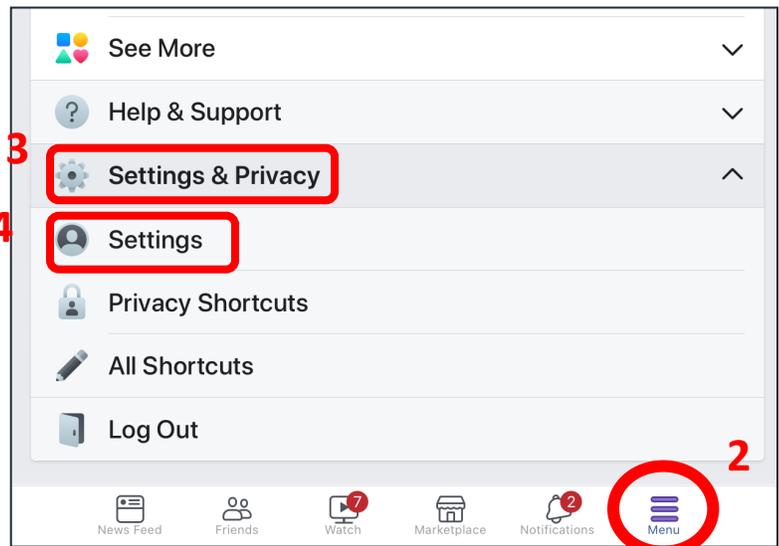
3. Once you have created a post, you have the option to edit or delete what you posted. In the top right corner of your live post, click the **ellipse (...)**.
4. From the menu that appears, select the desired option.
5. The ellipse is also available on comments you make to others posts to edit or delete.

Facebook Settings

Obviously, my first recommendation is to NOT use the Facebook app on your phone, but if you are going to use the app, there are definitely settings you should delve into.

Accessing Facebook Settings

1. Open the Facebook app.
2. In the lower right corner, click the three parallel lines to access the available menu options.
3. Scroll down through the list until you see **Settings & Privacy**.
4. The menu expands out, select **Settings**.



Privacy Settings

1. Open your **Settings**.
2. Scroll down to the **Privacy** section.
3. Tap on **Privacy Settings**.
4. Make changes to your settings as desired.

Who can send you friend requests?

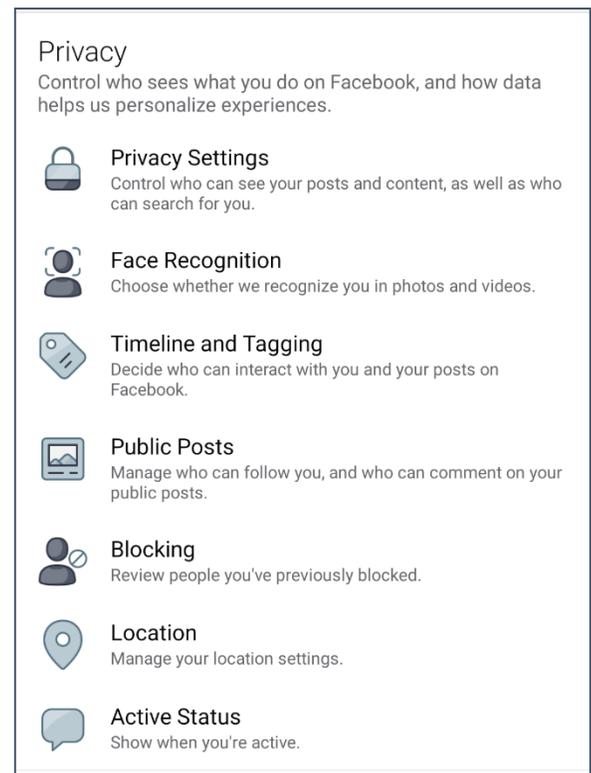
Setting this to Friends of friends limits the audience of people who can make friend requests, however, it means that if you don't have friends in common, you can't receive a friend request from someone.

Who can see your friends list?

Unless you know someone famous, Friends of friends is a reasonable choice.

Do you want search engines outside of Facebook to link to your profile?

Do you want your Facebook page to come up in a google search of your name? My answer is no. You have to decide this for yourself.



Timeline and Tagging

1. Open **Settings**.
2. Scroll down to the **Privacy** section.
3. Tap on **Timeline and Tagging**.
4. Make changes to your settings as desired.

Who can post on your timeline?

This allows you to restrict who want write on your wall / timeline. If you have family members who passive-aggressively share things on your timeline, restricting this might be useful.

Who can see posts you're tagged in on your timeline?

If someone tags you in a post, who do you want to see that post?

Review posts you're tagged in before the post appears on your timeline?

If someone tags you in a post, do you want to OK it before other people can see it?

Face Recognition

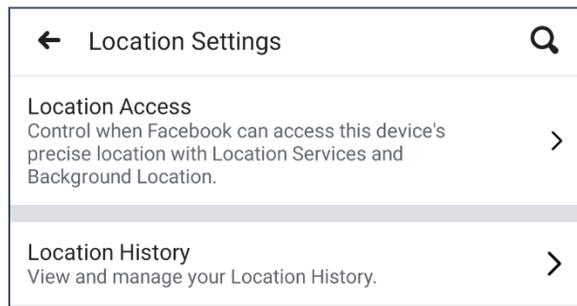
1. Open your **Settings**.
2. Scroll down to the **Privacy** section.
3. Tap on **Face Recognition**.
4. Toggle on or off.

Location Settings

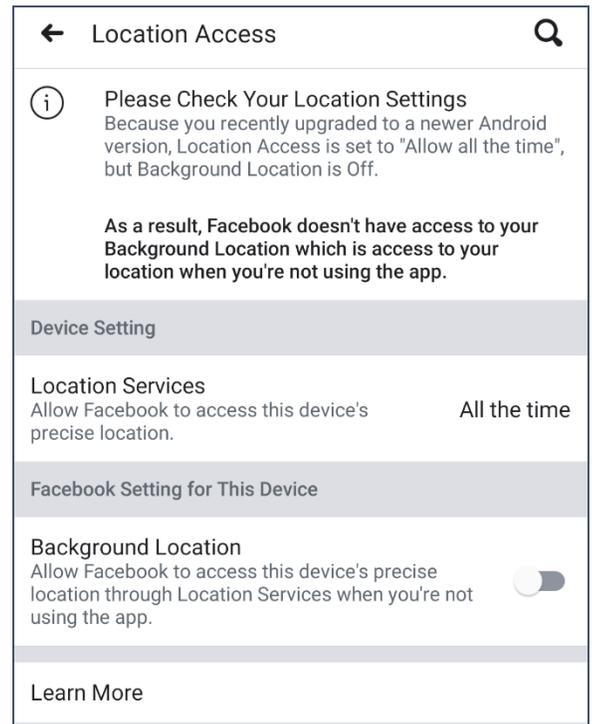
In general, unless you use Check-in, there is no reason to allow Facebook to know your location. I recommend turning all location settings off. If this setting has been on, assume that Facebook knows precisely where you live, and all the places you frequently visit, including the homes and family members and your favorite stores.

Accessing Your Location Settings

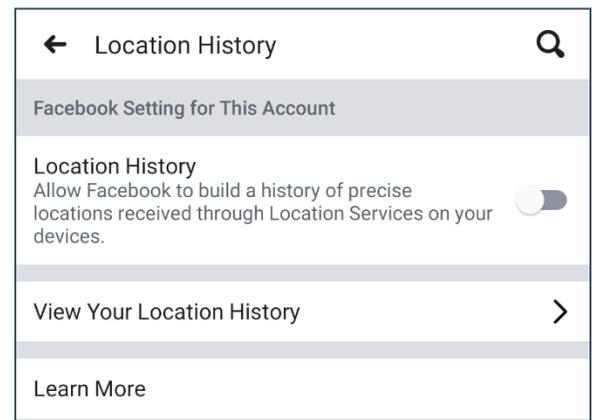
1. Open your Settings, then scroll down to the **Privacy** section.
2. Select **Location**.
3. Open **Location Access**.



4. Facebook will act like it is vitally important it knows where you are at all times. It is **NOT**.
5. Toggle **OFF** the setting to give Facebook **Background Location**. Facebook definitely does NOT need to know where you are when you are not using the app.
6. Select **Location Services** (under Device Setting) and change this setting to **Never**. Or if you use Check-in, you can set it to when you are actively using the app. But I highly recommend **Never**.

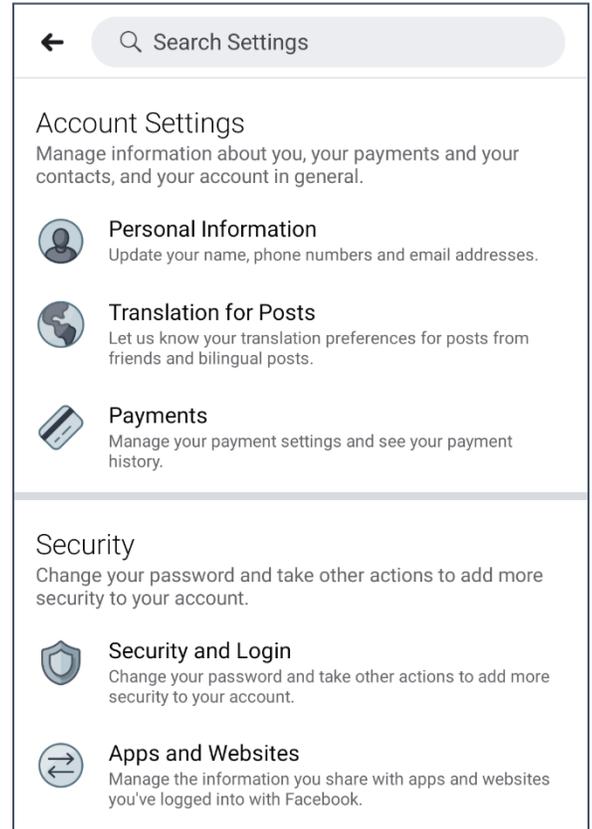


7. You should also clear your location history and tell Facebook is cannot build a location history. This won't change what information Facebook has used in the past, but it will keep Facebook from using your location going forward.

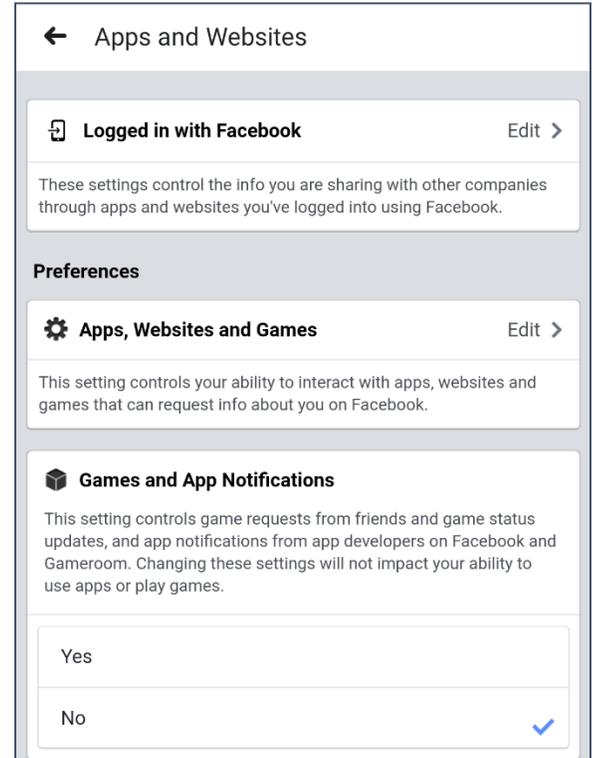


Apps within Facebook

1. Open your **Settings**.
2. Scroll down and then select **Apps and Websites**.



3. Check each of these settings to see what (if any sites) you have logged into with using your Facebook credentials.
4. Check and see what (if any) apps have been given permission to your profile.
- 5.



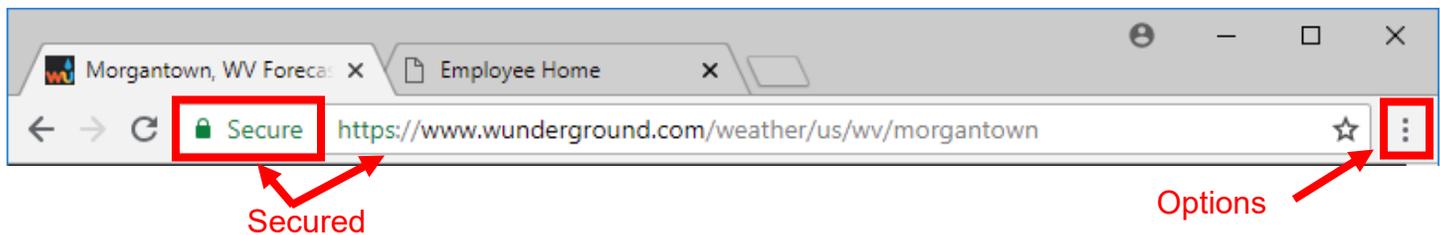
Web Browsers

Product	Site
Chrome	https://www.google.com/chrome/
Firefox	https://www.mozilla.org/en-US/firefox/new/
Opera	https://www.opera.com/

Web Browser Add-Ons

Product	Availability	Site
AdBlock Plus	Firefox, Chrome, Safari	https://adblockplus.org/
Disconnect	Firefox, Chrome, Safari, IE	https://disconnect.me/disconnect
Do Not Track Me	Firefox, Chrome, Opera, Safari, IE	https://abine.com/index.html
Ghostery	Firefox, Chrome, Safari, IE	https://www.ghostery.com/
HTTPS Everywhere	Firefox, Chrome, Opera	https://www.ghostery.com/

Chrome Settings



To Access Your Browser Settings

1. Click the **Options** (Customize and Control) button in the right corner of the window.
2. From the menu, select **Settings**.
3. To access additional settings, scroll down to the bottom of the window and click **Advanced**.

To View Add-Ons

1. Click the **Options** button in the right corner of the window.
2. From the menu select **More Tools**.
3. From the pop-out menu, select **Extensions**.
4. In the top Left corner, click on the **three parallel lines** beside Extensions.
5. From the drop down menu, click on **Open Chrome Web Store**.

To Clear Cache

1. Click the **Options** (Customize and Control) button in the right corner of the window.
2. From the menu, select **Settings**.
3. Scroll down to the bottom of the window and click **Advanced**.
4. At the bottom of the Privacy & Security section, click the link for Clear browsing data.
5. In the pop-up window, set the Time Range as desired, select the items to be deleted, and click **Clear data**.

Edge Settings



To Access Your Browser Settings

1. Click the **Options** (More) button in the right corner of the window.
2. From the drop down menu select **Settings**.
3. To access more options, scroll down and click the **View advanced settings**.

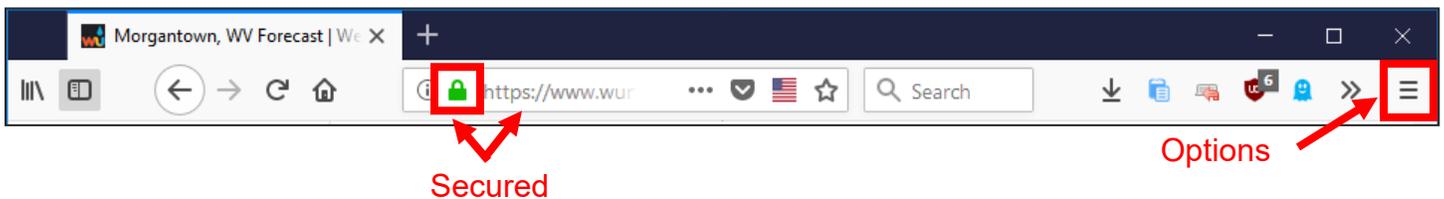
To View Add-Ons

1. Click the **Options** (More) button in the right corner of the window.
2. From the drop down menu select **Extensions**.
3. Click the link for **Get extensions from the store**.

To Clear Cache

1. Click the **Options** (More) button in the right corner of the window.
2. From the drop down menu select **Settings**.
3. Click the **Choose what to clear** button.
4. Check the desired options and click the **Clear** button.

Firefox Settings



To Access Your Browser Settings

1. Click the **Options** (Open menu) button in the right corner.
2. From the drop down menu select **Options**.
3. Along the left side select **Privacy & Security**.

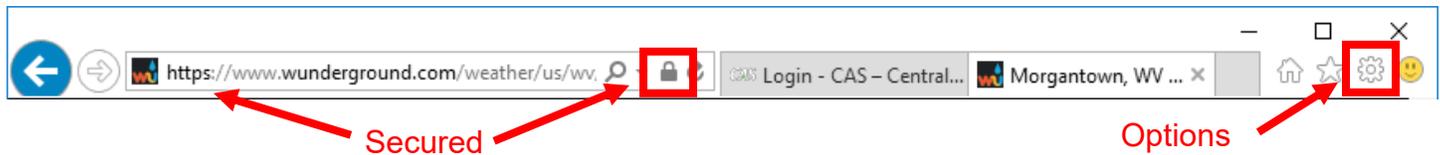
To View Add-Ons

1. Click the **Options** (Open menu) button in the right corner.
2. From the drop down menu select **Add-Ons**.
3. In the text box in the top right corner, enter a search term for an add-on (such as privacy).

To Clear Cache

1. Click the **Options** (Open menu) button in the right corner.
2. From the drop down menu select **Options**.
3. Along the left side select **Privacy & Security**.
4. In the Cookies and Site Data section, click the **Clear Data** button.
5. Check both options and click **Clear**.

Internet Explorer Settings



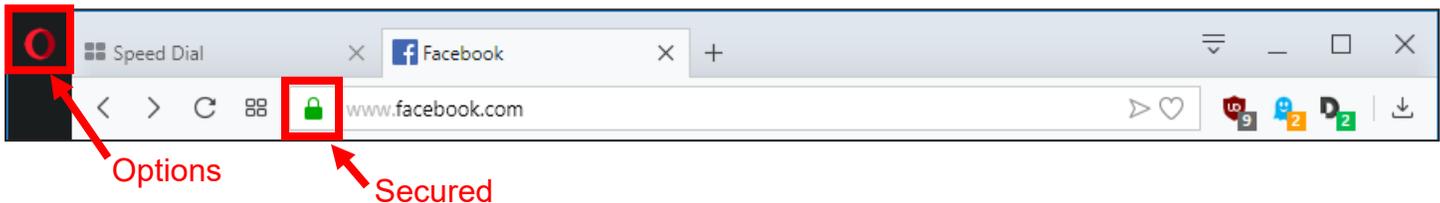
To Access Your Browser Settings

1. Click the **Options** button in the right corner.
2. From the menu select **Internet Options**.
3. Along the top select the **Security** tab or the **Privacy** tab.

To Clear Your Cache and Delete Saved Passwords

1. Click the **Options** button in the right corner.
2. From the menu select **Internet Options**.
3. In the Browsing history section, click **Delete**.
4. Select the options to remove and click the **Delete** button.

Opera Settings



To Access Your Browser Settings

1. In the top left corner, click the red **O**.
2. From the drop down menu select **Options**.
3. In the left pane select **Privacy & Security**.

To View Add-Ons

1. In the top left corner, click the red **O**.
2. From the drop down menu select **Extensions** then from the pop-out menu select **Extensions**.

To Clear Cache

1. In the top left corner, click the red **O**.
2. From the drop down menu select **History**, then select **Clear browsing data**.
3. Select the desired time frame and the desired items to erase, then click the **Clear browsing data** button.

Phone Apps

Closing Apps on an Android Device

1. Tap the Recent Applications Menu button, usually at the lower left of the screen. A list of open apps appears
2. To close an individual app, click the **x** beside the app or swipe right on the app.
3. To close all open apps, if available, tap **Close All**.

To be clear, stopping an app frequently leaves parts of that app still running in the background. To end all processes of that app, you need to force the app to stop.

To Force Stop Apps on an Android Device

1. Open your device settings. (Typically available from the list of all applications or by pulling down from the top of the screen to open the system tray, and tapping the gear icon.)
2. From the list of available settings, choose **Apps** or **Applications**. (Depending upon your phone.)
3. Scroll through the list to find the specific app you want to close and/or keep from running in the background.
4. Towards the top of the screen, tap the **Force Stop** button.
5. The device asks if you are sure you want to do this, tap **Force Stop**.

Closing Apps on an iOS Device

1. Double tap on the home button to bring up a screen that displays the open apps.
OR
Swipe up twice from the bottom of the screen.
2. Drag an app up towards the top of the screen to close it.

Glossary

Add-on: An accessory piece of software designed to increase the capability of the software to which it is appended.

Android: Googles mobile operating system, built on open source software.

App: Short for Application.

Application: An application is a piece of software that lets your device do something, like play music or give directions. An application is the same thing is a program.

Blockchain: Also Block Chain. A list of records (blocks) linked using cryptography. These records are a cryptographic hash of the previous block, a timestamp, and transaction data. Blockchains are generally used on a peer-to-peer network. Data in one block cannot be altered without changing all other blocks.

Browser Add-on: See Browser Extension.

Browser Extension: A small software module that is used to customize a web browser.

Browser: Short for Web Browser.

Cache: Temporary storage space that allows your computer to quickly bring up information, such as previously viewed web pages.

Cookie: A piece of data that a website saves on your computer. Cookies were designed to save user information such as preferences or logins, but can sometimes be read by third parties. Cookies are also used to collect browsing data long-term.

Crypto Currency: A digital asset that uses strong cryptography and is designed to work as a form of money. They used decentralized control, or a public financial database to keep track of who owns what.

Cryptography: Greek for “hidden writing”, it is the study of secure communication—creating protocols to keep third parties from reading private messages.

Data Breaches: The release of secure or private information. A data breach can be accidental or malicious, where an individual hacks into a system to steal information.

Database: An organized collection of information. An address book is a very basic database. Complicated databases link information between multiple tables allowing for analysis of the contained information.

Download: To move data and files from the internet or a server to your computer or mobile device.

Emoji: Small images used to represent emotions, ideas, or expressions. 😊

Emoticons: Representations of facial expressions using keyboard characters. These are used to portray moods or feelings. For example, a smiling face could be :) or ☺ (See page 38)

Encryption: The encoding of data so that only authorized persons or devices can read/view the information. The stronger the encryption, the more unlikely it is that a malfeasant could decode the intercepted data through a brute force attack.

Facebook: An online media and networking company.

Firewall: A security system that monitors incoming and outgoing network traffic to prevent unauthorized access to a system.

Force Stop: A way to completely stop an app that is running in the background. An app that has been closed may still have bits active and collecting data.

GPS: Global Positioning System is a piece of hardware that allows a device to contact a satellite to determine the location of the device in latitude and longitude. On most devices, software makes these data points usable to the end user by placing them on a map.

http: Hypertext Transfer Protocol is how data is moved between a website and an end user.

https: Hypertext Transfer Protocol (Secure) is an encrypted form of http. This protects against interference or snooping by third parties.

IMO: In My Opinion

iOS: Apple's mobile operating system.

Location Services: Information from GPS, wireless access points, cell towers, and Bluetooth devices that helps your phone know where you are.

Metadata: A data set that give you information about other data. A card catalog contains metadata.

MMS: Multimedia Messaging Service is a kind of text messaging that allows you to send text messages that contain pictures or audio, as well as messages longer than 160 characters or to multiple people.

Network: A group of computers connected for the purpose of sharing resources. A network can be as small as two computers or as vast as the Internet.

NSFW: Not Safe for Work

Password Manager: A program that stores electronic passwords.

Password: The secret code to access a restricted resources. Passwords are usually required to use a minimum of eight characters, and contain special characters, such as numbers or upper case letters.

Phishing: A fraudulent attempt to gain personal or sensitive information, by sending an email or creating a website that pretends to be from a real company or person, but is not.

Privacy: The information that is shared between your device and the external resources to which it is connected, as well as how that information is used, and with whom that information is shared.

Program: A program is a piece of software that lets your device do something like send a text message or video chat. A program is the same thing as an application.

Scraping: Web scraping, web harvesting, web data extraction is extracting data from websites—gathering up information available on a public website.

Security: Protecting electronic systems from theft or damage. This can be protection from physical theft, but often refers to electronic damage, where systems can be disrupted or data stolen.

Server: A device (or program) that allows you to access something not on the device you are physically touching. A mail server stores your email and drops it to your device upon request. A web server allows you to connect to the internet.

SMS: Short Messaging Service. A brief message that is sent from one phone number to another phone number. SMS does not use cellular data.

Snopes: One of the first internet fact-checking resources, Snopes started as a site to debunk urban legends, but expanded into general fact-checking. (<https://www.snopes.com/>)

Social Media: Interactive computer technologies and websites that allow for the sharing of information. Facebook is the most famous social media site, and allows friends to connect automatically, but LinkedIn is another type of social networking site, that focuses on career and job networking.

Software: The programs that run on your computer or phone. Can also be called an application.

Spam: Unsolicited electronic messages (especially advertising).

Spoofing: When a person or program pretends to be someone else, by falsifying data, to gain access to your account or data.

Terms of Service: The rules you agree to abide by when you sign up use an online service.

Text Message: A brief message that is sent from one phone number to another phone number via a protocol called SMS. Text messages are generally limited to 160 characters, and messages with more characters than that will be broken down into multiple messages when sent. Text messages are asynchronous: a message sent to someone whose phone is off is delivered when their phone is turned back on. Text messages generally do not require cellular data but do require a cellular connection.

TL;DR: Too Long, Didn't Read

TOS: Terms of Service

TXT: Text message.

Uninstall: The removal of a software program or application from the operating system of a device. Although uninstall removes the visible aspects of a program, there are often bits and pieces of the program left behind.

Upload: To move files from your computer to a cloud service or network.

User Data: Any type of data generated by people interacting with software programs. User data includes: Explicit Data, which is given by a user directly such as name, address, email, and phone number; Implicit Data, which is not provided by the user directly but gleaned through analysis of user

interactions, such as pages visited, session duration, or type of device; and finally External Data which has been gathered from third parties with whom an organization has a relationship.

Username: Also called Account name, login ID, user ID. The credentials you use to access an electronic resources, such as your computer or a website. Every account on a website or device must be unique to that service, so as to keep account information separate.

Web Browser: A software program that allows you to access sites on the Internet, or web.

Website: a location connected to the Internet that maintains one or more pages on the World Wide Web

Acronyms

AF: As (naughty word)

AFK: Away from Keyboard

BTW: By the Way

B/C: Because

BFF: Best Friends Forever

BRB: Be Right Back

CU: See You

CYT: See You Tomorrow

DGMW: Don't Get Me Wrong

EOD: End of Discussion

EOM: End of Message

F2F: Face to Face

FAQ: Frequently Asked Questions

(pronounced fak to rhyme with pack)

FREX: For Example

FTW: For the Win

FWIW: For What It's Worth

FYI: For Your Information

GR8: Great

HTH: Hope This Helps

ICYMI: In Case You Missed It

IDC: I Don't Care

IDK: I Don't Know

IIRC: If I Remember/Recall Correctly

IMHO: In My Humble Opinion

IMO: In My Opinion

IOW: In Other Words

IRL: In Real Life

J/K: Just Kidding

L8R: Later

LOL: Laugh(ing) Out Loud

MYOB: Mind Your Own Business

noob / noob: Newbie

NNTR: No Need to Reply

NOYB: None of Your Business

NP: No Problem

NRN: No Reply Needed

NSFW: Not Safe for Work

OMG: Oh My God

OMY: On My Way

OTOH: On the Other Hand

OT: Off Topic

OTP: On the Phone

ROTFL: Rolling on the Floor Laughing

RTFM: Read the Fantastic Manual

RU: Are You

SFLR: Sorry for Late Reply

SO: Significant Other

TBC: To Be Continued

THX: Thanks

TIA: Thanks in Advance

TL;DR: Too Long Didn't Read

TMI: Too Much Information

TTYL: Talk to You Later

TUVM: Thank You Very Much

TYT: Take Your Time

UR: You Are / Your

woot / WOOT: Hooray! Yay! Yippee!

W8: Wait

WFM: Works for Me

WRT: With Regard To

WTH: What the H(eck)

WTF: What the (naughty word)

YMMV: Your Mileage May Vary

Emoticons

(.V.)	Alien
O:-)	Angel
X-(Angry
~:O	Baby
:-D	Big Grin
(*v*)	Bird
:-#	Braces
</3	Broken Heart
=^.^=	Cat
*<:o)	Clown
O.o	Confused
B-)	Cool
:_(Crying
:'(Crying
\:D/	Dancing
_	Dazed
:O3	Dog
#-O	Doh!
:*)	Drunk
//_ ^	Emo
>:)	Evil Grin
<><	Fish
:-)	Frown
:(Frown
:-)	Frowning
=P	Frustrated
:-P	Frustrated
8-)	Glasses
\$_ \$	Greedy

:->	Grin
=)	Happy
:-)	Happy
:)	Happy
#	Hashtag
<3	Heart
}	Hug
:-	Indifferent
X-p	Joking
:-)*	Kiss
:-*	Kiss
:*	Kiss
(-){(-)	Kissing
XD	Laughing
=D	Laughing Out Loud
)-:	Left-handed Sad Face
(-:	Left-handed Smiley Face
<3	Love
=/	Mad
:-)(-:	Married
@	Mention
<:3)~	Mouse
~,~	Napping
:-B	Nerd
^ _ ^	Overjoyed
<l:o	Partying

:-/	Perplexed
=8)	Pig
@~)~~~~	Rose
=(Sad
:-)	Sad
:(Sad
:S	Sarcastic
:-@	Screaming
=O	Shocked
:-O	Shocked
:-)	Smile
:)	Smile
:-Q	Smoking
:>	Smug
:P	Sticking Tongue Out
:O	Surprised
:-J	Tongue in Cheek
:-&	Tongue Tied
=-O	Uh-oh
:-\	Undecided
:-E	Vampire
=D	Very Happy
;-)	Winking
;)	Winking
-O	Yawn
8-#	Zombie

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