

10 BASIC RULES FOR SOCIAL MEDIA

RESPECT

Overall, everyone has to be concerned about how harmful can words and actions be for other people, most of all in a network in which anything disappears

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2

Empathy

The lack of this virtue provokes in many cases the sense in insecure people of loneliness and depression. We must be conscious about how would we feel with our own actions.

Correct measure of time

Actually, people tend to spend more time surfing at social media than with friends and family.

3



4

RESPONSIBILITY

Be sure that what we share is going to stay there forever and it might damage our image to the public (in terms of work and studies)

x FAKE NEWS

Don't trust every information uploaded at social media since everyone is able to share whatever they want

5



PRIVACY

Don't turn your private life into public information



MATURENESS

It is needed to know how to use social media and what kind of posts are appropriated to share



ENJOY IT!

Besides of all the negative things that can derive from the incorrect use of them, there are also positive aspects such a place in which you store your memories, accounts that share funny stuff...etc.

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7

OBJECTIVITY

It is necessary to ensure that what you share is kind of not influenced by your own opinion, most of all in terms of other people posts.

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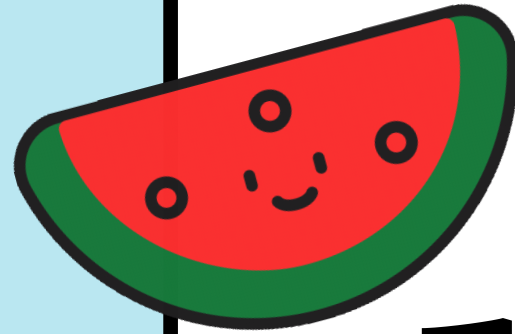
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CORRECT TIME

It isn't always the right time to be in them. People must take profit of the time spent with family and friends without any electronic devices at all.

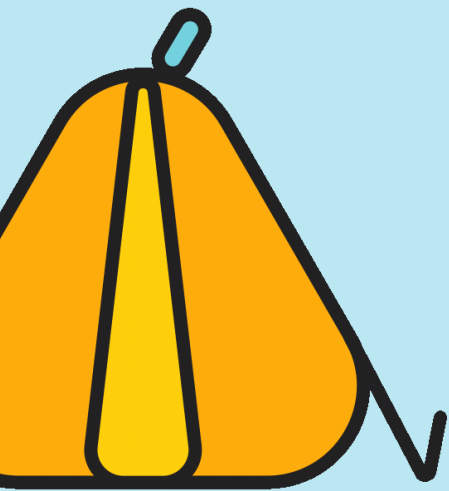
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10 RULES FOR RESPONSIBLE USE OF SOCIAL NETWORKS

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**1. NEVER USE THE
ANONIMITY OF SOCIAL
MEDIA TO HATE ON PEOPLE**

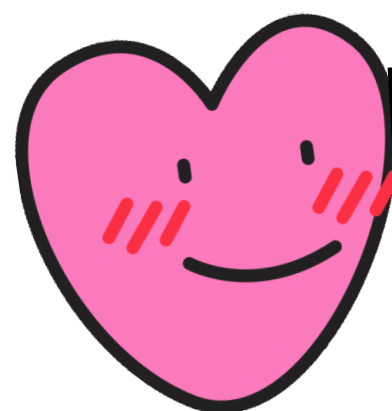




**2. NEVER POST THINGS YOU
MIGHT REGRET IN THE FUTURE**



3. NEVER POST PEOPLE'S



PICTURES WITHOUT CONSENT



4. ALWAYS TREAT PEOPLE



WITH RESPECT



5. NEVER STALK ON PEOPLE





**6. DON'T LET SOCIAL MEDIA
RANKINGS AFFECT YOUR
SOCIAL LIFE**



**7. DON'T BELIEVE
EVERYTHING YOU SEE IN
SOCIAL MEDIA**



8. NEVER POST FAKE INFORMARTION



9. AVOID TALKING ABOUT YOURSELF

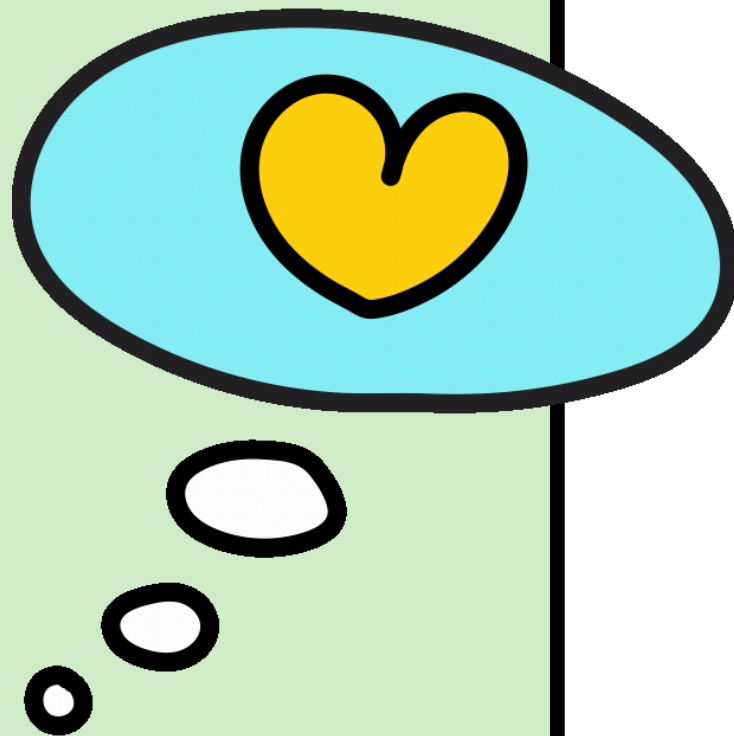




10. BE YOURSELF



THE END



10 RULES FOR RESPONSIBLE USE OF SOCIAL MEDIA

USE SAFER PASSWORDS

AVOID THAT OTHER PEOPLE CAN GUESS YOUR PASSWORD.



The passwords that you use should be confidential, in order to protect your online identity. Also, your password must be secure enough to prevent hackers from guessing it. Your password should be at least 9 or 10 characters long, and it should have several non-alphabetical characters, such as numbers or symbols.

DO NOT BE FRIEND OF SOMEONE WHO YOU DO NOT KNOW IN REAL LIFE.



Be careful of who are you talking with

You should not share your personal information with people you do not have enough trust, as you do not know what they could do with that information. They may share through Instagram that embarrassing secret that you do not want people to know because they took a screenshot of that delicate conversation.

BE CAREFUL OF WHAT YOU POST

What you post is a reflex of how you are for other people.

NEW POST

You must think about what you are going to post before posting it. Your posts in social media are crucial for the external image that you have. People could think bad about you if you post something offensive or obscene. There are some companies that review the social media of the applicants to a certain job before hiring them.

DO NOT GET OBSESSED WITH LIKES

The number of likes is not an indicator of if a post has been good or bad.



Avoid thinking too much about the number of likes, because if you do it, you will not enjoy your posts, and you will be posting to please other people. Being obsessed with likes will make you feel anxious and depressed when you do not have enough number of likes.

CONTROL THE TIME THAT YOU SPEND IN SOCIAL MEDIA.



Do not spend too much time in social media.

If you spend too much time in social media, you will stop doing other activities that you should do, such as studying, going to work or hanging out with friends. You could even become an addict to social media if you do not control the hours you are logged in.

NEVER SHARE FAKE NEWS.



Try only to read and share news from credible sources.

You should only read and share news from reliable shares, like official national or international news pages. Also, you should not share offensive or disruptive content.

FOLLOW ONLINE SAFETY AND PRIVACY MEASURES



Protect your personal information.

A small mistake can make expose our personal information. In order to protect your privacy, try to do not share your location, especially your home adress. Also, do not post photos of your passport or of your credit card.

CONTROL WHO CAN ACCESS TO YOUR PROFILE

Customize your privacy settings



Try to control who can view your photos or videos, who can search you online and who can see your profile by customizing your privacy settings. Furthermore, try to accept only friend requests from people who you know.

DO NOT HARRASS OR INSULT TO SOMEBODY IN SOCIAL MEDIA

Avoid and report any class of cyberbullying



Do not insult, incite bullying or bully someone in social media, as it is something very hard, sad and depressing to anyone that suffers from it. If you have seen any type of cyberbullying or harrasment in your close circle of social interactions, report it to the local authorities.

DO NOT RESPOND ANGRY MESSAGES WITH ANGER.

Avoid writing something in social media with anger



If you remeber any offensive or inappropriate comment in your posts, you may get angry and want to write hard things. You should try to get calm before writing the first thing that you have thought, as you can regret about it later, and as we know, nothing that is posted in social media can be removed.

10 rules for responsible use of social networks

01

Never give your phone number to anyone that you don't personally know



02

Don't share your current location on social media

03

Don't share sensitive information that can be used against you on social media



04

Be aware of everything you post on social media and why you post it

05

Use secure and varied passwords on social media



06

*Don't register
on unsafe
websites*



07

*Report any
account that is
spreading hate
on social media*

08

*Manage your
privacy
settings on
social media*



09

*Be aware not
everything you
see on the
internet is real*

10

*Be conscious
that your
actions on social
media could
affect real
people*



SPREAD LOVE, NOT HATE!



IT'S ALL ABOUT ... HOW TO USE SOCIAL MEDIA IN A SAFE WAY

LOG OUT

Everytime you use your account in any other device is not yours, remember to log out to avoid anyone could access to it.

PRIVACY

When we accept a contact in a private profile, it is important to know that person in reality

TIME

Avoid passing so many time in those platforms

PASSWORD

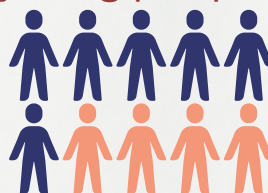
It's important to establish a safe password to guarantee that anyone more than us could access to our live.

DO NOT GIVE PROMINENCE

People with so many followers use to have "haters" which could make their live impossible. People who works on that has to be conscious that this type of people won't ever disappear unless the own social media takes some types of measures.

TYPE OF CONTENTENT

It's necessary to take into account the type of content published due to the influence you can create in young people.



GIVE TALKS

Young people is not conscious about the dangers of social network so, if a professional give talks to them, in the educational ambit, for example, they could open their eyes and be aware.

BE CAREFUL WITH THE PEOPLE YOU MEET

Sometimes, people could pretend to be somebody else to trick another one with the proposal of obtaining personal information.

PARENTAL CONTROL

Parents should overlook the type of content their children are doing use of, the photos they post, etc.

FALSES ACCOUNTS

There are accounts which can pretend to be the original one with the objective of betray you.

TEN RULES FOR RESPONSIBLE USE OF SOCIAL MEDIA

1) CHOOSE A STRONG PASSWORD:



Update your passwords frequently. Don't introduce the same password for your accounts in other social sites, webs or apps, it can be kept. Your password is personal, don't share it even with websites that seem safe.

2) PAY CLOSE ATTENTION TO THE TERMS OF USE ON APPS AND WEBSITES:

We tend to skim through them to accept immediately, we should read all the sections thoroughly. Be aware of the conditions you accept and the information you are giving access. Social media companies store huge amounts of your personal data.



3) BE CAREFUL WITH YOUR FRIEND REQUEST:



If your profile is personal don't accept every request in order to get popularity. Be aware of the accounts who send you requests as they can be an identity thief, hacker or fake profiles who want to access your personal data. The smaller your social media circle, the better for you.

4) BE MINDFUL OF WHAT YOU SHARE:

Look at all the details of what you publish. Don't share information that can be used against you. Avoid sharing personal data: your location tags, credit number, identity, this seems so obvious that sometimes we forget to check it out.



5) DO NOT POST OR SHARE ANYTHING ILLEGAL



In many countries you can be fined or even imprisoned for publishing, sharing or performing illegal actions on social networks. It is best if you know the laws of your country before posting or sharing something on Facebook or Twitter.

TEN RULES FOR RESPONSIBLE USE OF SOCIAL MEDIA

6) THINK ABOUT THE REACTION OF THE READERS



You may not know but you may have your coworkers, bosses and clients among your followers. What you post will definitely change their image of you. For this reason, you must ask yourself what you want them to see and above all, what you do not want them to see.

7) NEVER CRITICIZE OR OFFEND THE AUTHOR OF ANY TYPE OF PUBLICATION

Don't forget that the person behind the screen who reads the message has feelings. You must always respect all users of social networks since, on the contrary, you can mentally damage their emotions.



8) HELPS KEEP DISCUSSIONS IN A HEALTHY AND EDUCATIONAL ENVIRONMENT



Make sure all the claims you make are substantiated. Do not contribute to spreading malicious rumors and do some research before commenting on any news. And if you quote something, remember to link to the original post. Hoaxes and fake news should be avoided.

9) RESPECT THE PRIVACY OF EVERY PERSON

Don't tag or post people without their permission. When you have a doubt, always ask. Of course, never share confidential content as this can be grounds for a crime. It is also vitally important not to publish content from minors without consent.



10) CREATE FILTERS ON DIGITAL DEVICES



If what concerns you is what your children may be seeing, there are content access control tools. These are programs that allow us to block access to certain websites according to the criteria we want to define. An example is the parental pin.

TEN RULES FOR A RESPONSIBLE USE OF SOCIAL MEDIA

Using correctly social media implies a major grade of responsibility. For that, some rules should followed.

1. Correct use of personal information

You may not know what will happen with the app and how this could affect to your personal info, not mentioning the hackers nowadays.

2. Keep in touch currently only with people that you know

As in any social culture, people tend to get sourronded of a circle of condidence that brings positive things to the centre of the circle. In social media it works also like that.

3. Not creating any kind of hate

Having a wholesome environment is crucial. According to rescent researches, a 66,7% of influencers are now hated, and regret it. You don't want to get thoughtt this, so keep your manners clean and make people love you.

4. Respect other people in the net.

Respect is a crucial part of life everywhere, even in social media. If not, a toxic environment might be created.

5. Abusing of # and mentions (@)

In lots of posts, people tend to mention a lot of content, that we don't know and it can lead to multiple issues to deal with, like privacy.

6. Decide the best time to join

Teenagers and young people tend to join social networks very early, which makes them rush

7. Don't let anyone change your opinion

Do not be influenced by anyone. People tend to try to change the opinion of others through social media.

8. Enjoy social media

Not everything is bad. It is possible to enjoy social networks by following all the tips, since you can meet new people.

9. Do not believe in fake news

In social networks there are many fake news. You always have to contrast the information and not believe everything you see on social networks..

10. Do not hide your identity

Hiding your identity is not a good option. People will believe that you are a fake profile and they will not want to interact with you. It is best to use your real information but with caution and responsibility