KEEP PERSONAL INFO PERSONAL

Be cautious about how much personal information you provide on social networking sites. The more information you post, the easier it may be for a hacker or someone else to use that information to steal your identity, access your data or commit other crimes such as stalking.

ONCE POSTED, ALWAYS POSTED

Protect your reputation on social networks. What you post online stays online. Think twice before posting pictures you wouldn't want your parents or future employers to see. Recent research found that 70 percent of job recruiters rejected candidates based on information they found online.
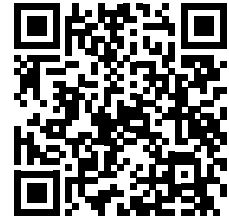
BE AWARE OF WHAT'S BEING SHARED

Be aware that when you post a picture or video online, you may also be sharing information about others or personal details about yourself like where you live, go to school or hang out.

KNOW AND MANAGE YOUR FRIENDS

Social networks can be used for a variety of purposes. Some of the fun is creating a large pool of friends from many aspects of your life. That doesn't mean all friends are created equal. If you're trying to create a public persona as a blogger or expert, create an open profile or a "fan" page that encourages broad participation and limits personal information. Use your personal profile to keep your real friends (the ones you know and trust) up to date with your daily life. Also, you don't have to accept friend requests from everyone. If you don't know someone, it's perfectly fine not to accept their request to connect.

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