

# CYBER SAFETY



**YouthLink**  
CALGARY  
**POLICE**  
INTERPRETIVE  
CENTRE




# Content

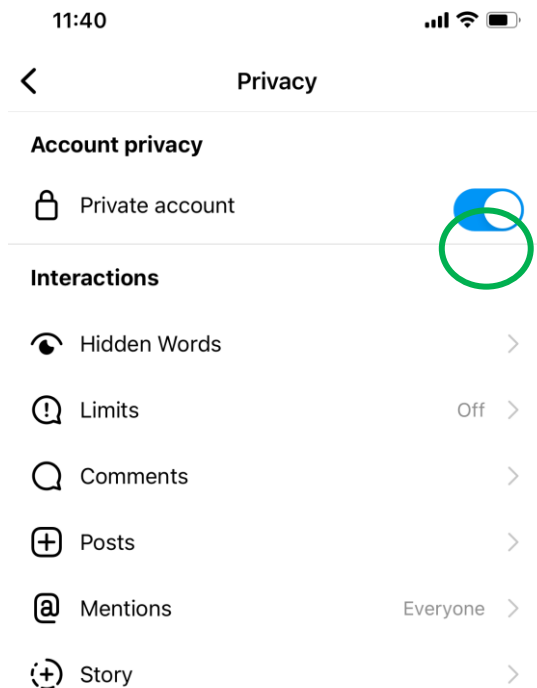
<b>Instagram Privacy Settings</b>	<b>Page 3</b>
<b>Snapchat Privacy Settings</b>	<b>Page 4-5</b>
<b>TikTok Privacy Settings</b>	<b>Page 6</b>
<b>Discord Privacy Settings</b>	<b>Page 7</b>
<b>How to Block and Report</b>	<b>Page 8-10</b>
<b>Resources</b>	<b>Page 11</b>

## Social Media Privacy Settings

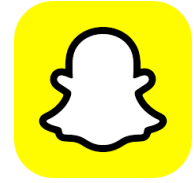
### Instagram

#### How to access privacy settings:


1. Go to your profile by tapping on the  icon in the bottom left corner.
2. Tap .
3. Tap  for **Settings**.
4. Tap **Privacy**.
5. Toggle the **“Private account”** button to on to make your account private.
  - Other Instagram privacy settings allow you to select who can tag you, who can comment on your posts, who can view your story, and who can request to follow you.

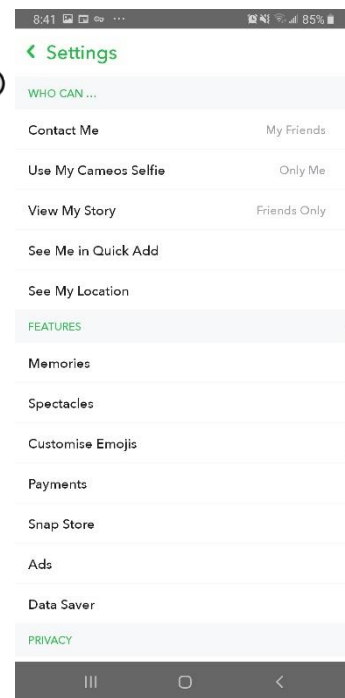
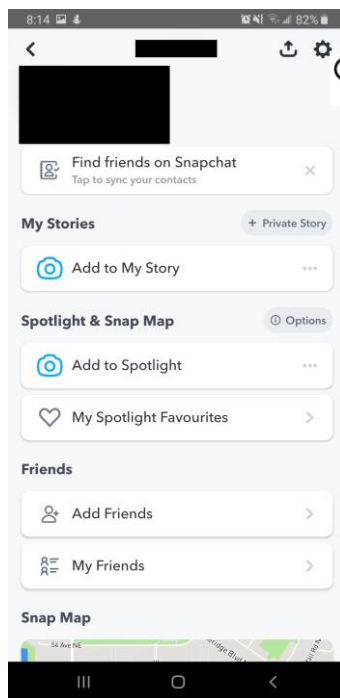
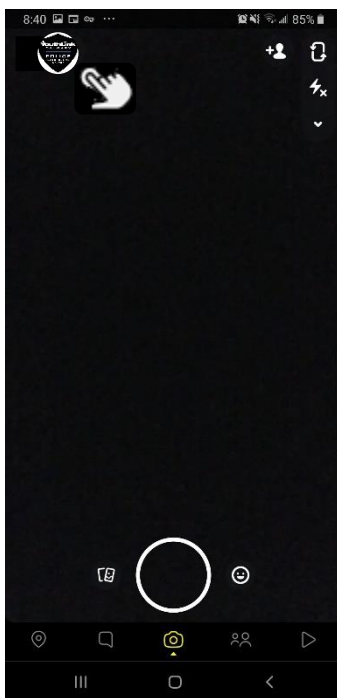


# Snapchat



## How to access privacy settings:

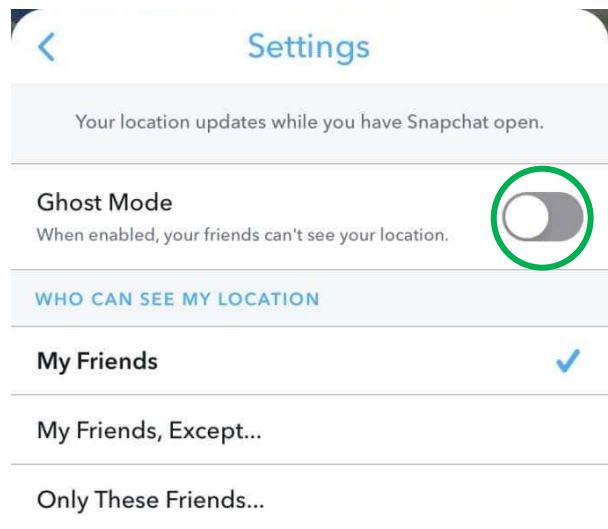
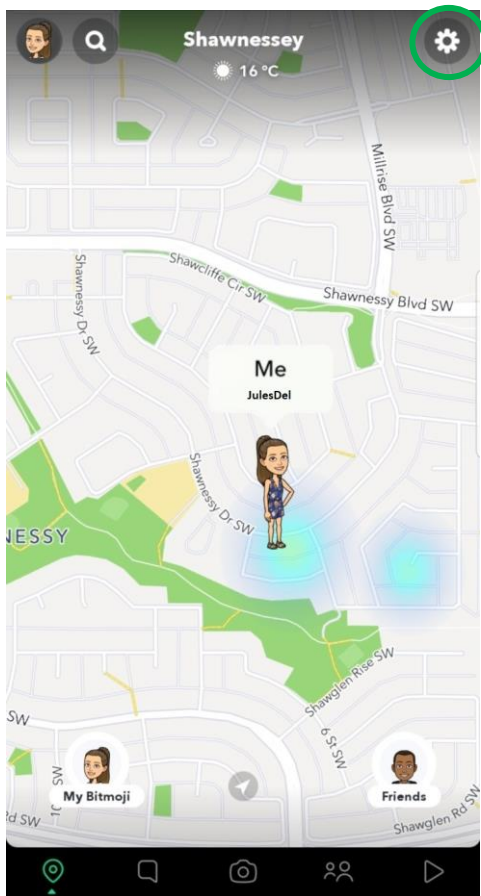
1. Tap your profile in the top left-hand corner of Snapchat.
2. Tap the  button to open **Settings**.
3. Scroll down to the “**Who Can...**” section and tap an option.
4. Privacy setting options include:
  - Who can contact you.
  - Who can view your story.
  - Who can see your location.
  - Who can use your Cameos Selfie.  
**NOTE:** Cameo Selfie is a function that allows the user to add their selfies to videos and/or GIFs on Snapchat.
  - Who can see you in Quick Add.  
**NOTE:** Quick Add option is similar to Facebook’s *People You May Know* feature. Snapchat will suggest other users based on your mutual friends, interests and other metrics.



## How to enable Ghost Mode:

The Snapchat “Snapmap” shows an avatar of users and displays their exact location on a map. It is also now connected to Google Maps, so that if a user clicks on an avatar on the map, they can see Google Maps instructions of how to reach that location. To prevent others from seeing your avatar on the map, follow these steps:

1. Under settings, the first toggle you will see is **Ghost Mode**. When it is enabled, no one can see your location on snap map.
2. To enable Ghost Mode, toggle the button so that it turns green.

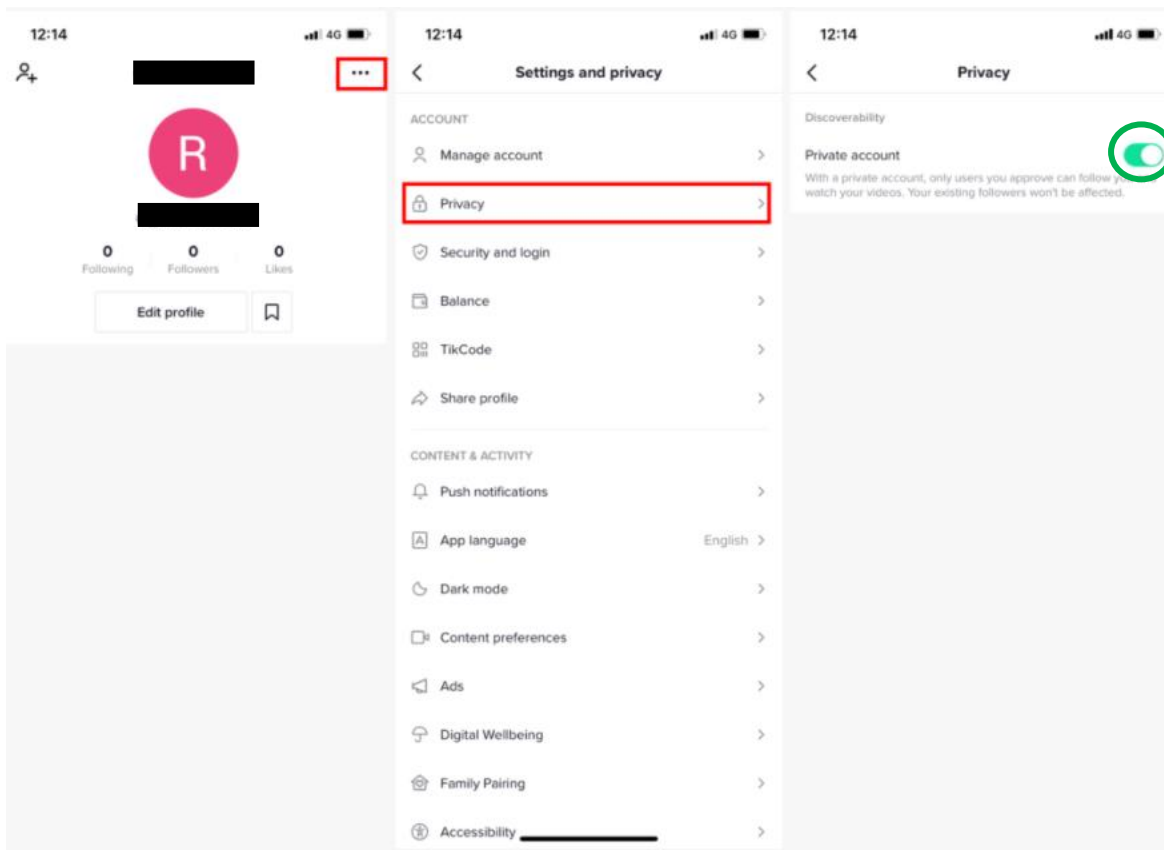


# TikTok



## How to access privacy settings:

1. Go to “**Me**” in the bottom right-hand corner.
2. Go to your profile page.
3. Tap the **...** on the top right-hand corner.
4. Select **Privacy**.
5. Turn “**Private account**” on.

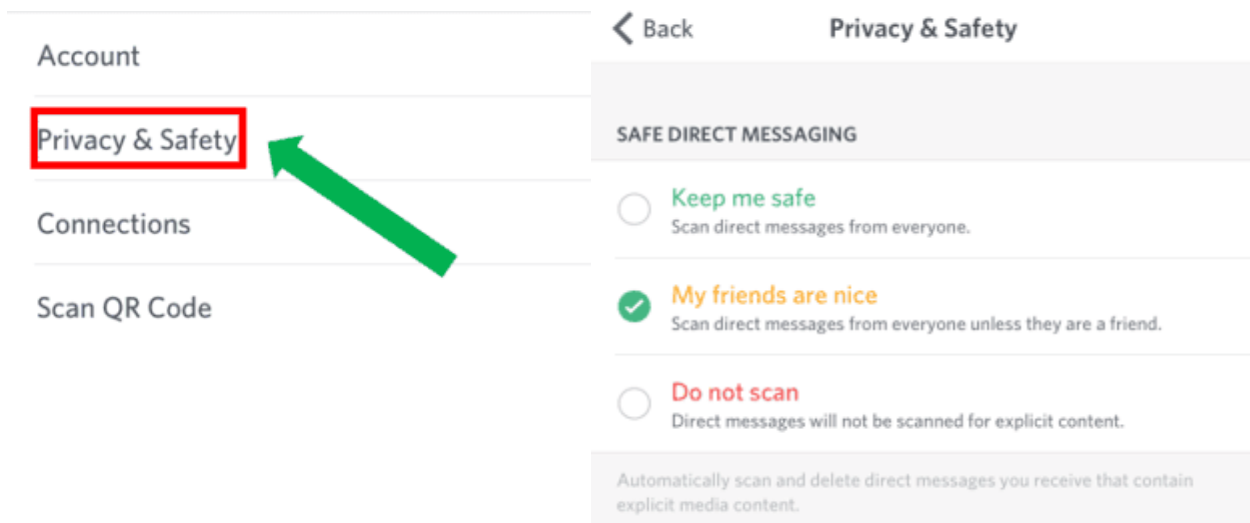


## Discord

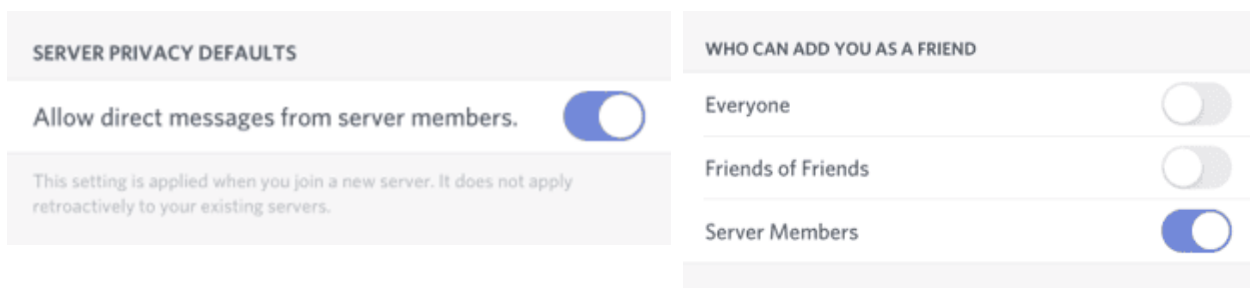


### How to access privacy settings:

1. Tap the **Discord Logo** in the bottom right-hand corner.
2. Tap **“Privacy and Safety”**.
3. Under **“Safe Direct Messaging”** you can choose an option for Discord to scan messages for unsafe and inappropriate content. You can choose for discord to scan messages from everyone, to scan messages for everyone except if they are a friend on the app, or to not scan any messages.



4. Under **“Privacy and Safety”**, you can also scroll down to select:
  - If server members can send you **direct messages** (swipe the toggle on for yes, off for no).
  - **Who can add you as a friend** (server members, friends of friends, or everyone).

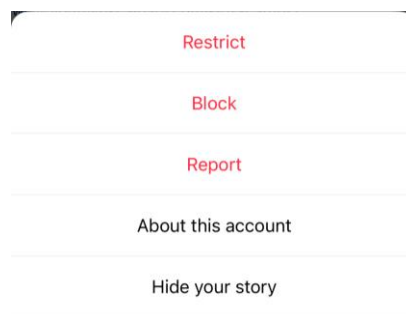


# Block and Report Settings

## Instagram

### How to block and report users:

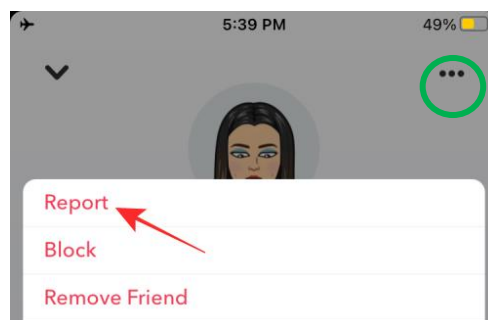
1. **To block someone:** Go to their profile and click the **...** in the top right corner. From the list that appears, select **Block**.
  - Blocking someone prevents them from being able to interact with you or see your posts. You will no longer be able to see their profile either.
2. **To report content or a user:** Go to the user's profile and click the **...** in the top right corner. From the list that appears, select **Report**.
  - You will then need to select whether you are reporting about a specific post, or something else related to their account from the options provided.



## Snapchat

### How to block and report users:

1. Tap their profile picture and tap the **...** in the upper right corner.
2. Tap **Report** if you want to alert Snapchat to that person's actions in the app.
3. Tap **Block** if you don't want that person to view your stories, send you photos, videos, and messages.

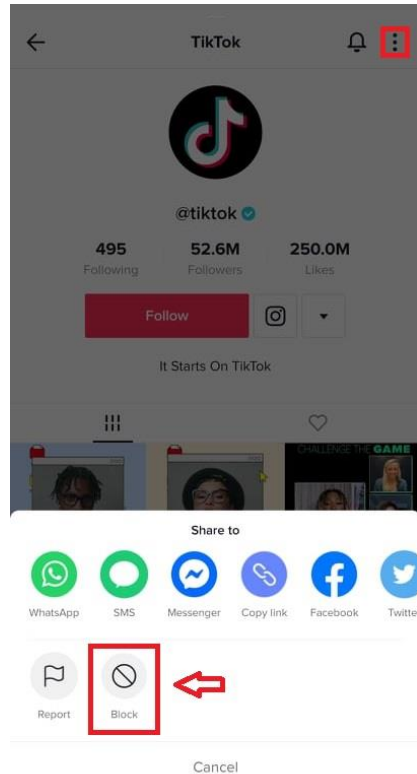




# TikTok

## How to block and report users:

1. Go to their profile and tap the ... in the top right corner.
2. Select **Report** or **Block**.



## To report a video:

- Tap on the right-facing arrow on the video page under the heart and comment icons.
- Tap **“report”**.

## To report a comment:

- Tap and hold the comment, then tap **“report”**.

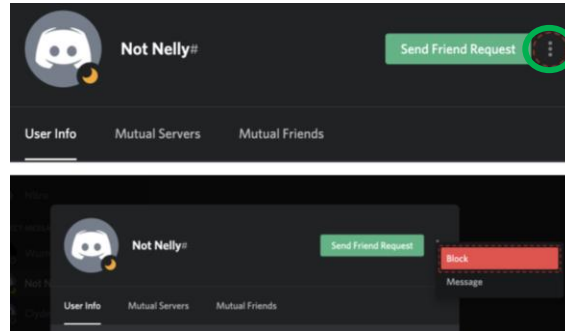
## To report a chat message:

- Open the conversation and tap on the ... icon
- Tap on **“report”**.

## Discord

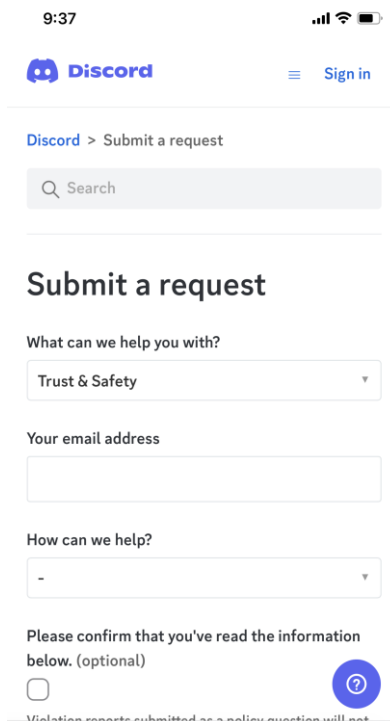
### How to block users:

1. In a direct message chat, click on the username to view a user's profile.
2. Click the **...** in the top right of their profile, then select **Block**.




### To report:

1. You can submit a report to discord on their support website, whether you have an account or not.
2. If you have an account, log in and then click on the **“Trust and Safety”** button.
3. Click on **“How to Properly Report Issues to Trust and Safety”**, then follow the steps to copy message links, and fill out the reporting form.



9:37 📶 🔋

 **Discord** ☰ [Sign in](#)

Discord > Submit a request

### Submit a request

What can we help you with?


Trust & Safety ▾

Your email address

How can we help?

- ▾

Please confirm that you've read the information below. (optional)



Violation reports submitted as a policy question will not

## Resources

**To find more information on safety, privacy, blocking, and reporting:**

### **Instagram:**

#### **Privacy security and reporting on Instagram**

[https://help.instagram.com/1417489251945243/?helpref=hc\\_fnav&hub\\_path%5B0%5D=Privacy%2C%20Security%20and%20Reporting](https://help.instagram.com/1417489251945243/?helpref=hc_fnav&hub_path%5B0%5D=Privacy%2C%20Security%20and%20Reporting)

### **Snapchat:**

#### **Privacy settings**

<https://support.snapchat.com/en-US/a/privacy-settings2>

#### **Reporting on Snapchat**

<https://help.snapchat.com/hc/en-us/sections/5689892350228-How-to-Report>

### **TikTok:**

#### **Safety and reporting on TikTok**

<https://help.snapchat.com/hc/en-us/sections/5689892350228-How-to-Report>

### **Discord:**

#### **How to Report**

<https://support.discord.com/hc/en-us/articles/360000291932-How-to-Properly-Report-Issues-to-Trust-Safety>

#### **Privacy and Block Settings**

<https://support.discord.com/hc/en-us/articles/217916488-Blocking-Privacy-Settings->