



# Digital Citizenship – Safeguarding: Social media safety



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Published: September 2025

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# About this Easy Read



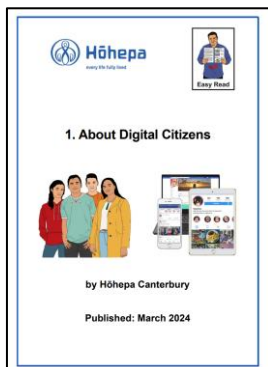
This Easy Read document is from 3 organisations:

- Hōhepa Canterbury
- People First NZ
- Netsafe.

The information in this document is based on the Digital Citizens Framework.

There is an Easy Read document called:

## About Digital Citizens





You can find this Easy Read at this **website:**

[tinyurl.com/4m7mw8uf](https://tinyurl.com/4m7mw8uf)



The Digital Citizens Framework supports you to use **digital technology.**

**Digital technology** means things like:



- smartphones
- laptops
- websites
- social media like Facebook.



This document is about **safeguarding** while using digital technology.



**Safeguards** are things that make using digital technology safer for you.



The safeguard in this document is about staying safe when you are using social media.



There are more Easy Read documents about being a digital citizen at this **website**:

[www.netsafe.org.nz/digicit](http://www.netsafe.org.nz/digicit)

# What is social media safety?



Social media safety is about:

- keeping your personal information safe like your:
  - name
  - birthday
- understanding privacy settings
- knowing how to keep your accounts **private**.



Here **private** means something you do not share with other people.



The Netsafe website has information about:

- Facebook
- Snapchat
- TikTok
- Instagram
- YouTube.



You can find this information here:

**[netsafe.org.nz/social-media-safety](https://netsafe.org.nz/social-media-safety)**

This information is **not** in Easy Read.





This Easy Read document will tell you how to be safe on:

- Facebook
- TikTok.



# How to be safe on Facebook



On Facebook you can:

- add friends
- post on their pages
- share:
  - photos
  - videos.



Pages **11** to **18** will go through how to safely set up / use different parts of your Facebook profile.



More information about staying safe on Facebook is available on the Netsafe **website** here:

<https://tinyurl.com/48p62neh>



This also has information about:

- Facebook Stories
- Facebook Marketplace.



This information is **not** in Easy Read.

## Name



Your name on Facebook:

- is always visible – this means everyone can always see it
- must be a:
  - real name
  - or
  - nickname.



## Profile / cover photo

Your profile / cover photo can be seen:

- by everyone
- all the time.





Instead of using an image of yourself as a profile picture you can use an image of something else for more privacy.



You can change your profile / cover photo whenever you like.



Your old profile / cover photos are saved into an album on your Facebook profile.



You can change the privacy settings on these photos / albums so only people you want can see them.



Information on how to do this is available at this **website**:

<https://tinyurl.com/3wftdx5y>



This information is **not** in Easy Read.

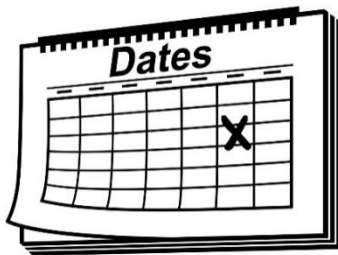


## Personal information / posts

You can change the settings so that only people you know see your personal information like your:



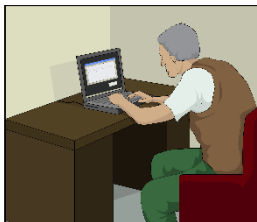
- phone number
- email
- birthday.



This can stop people you do not know:



- contacting you
- pretending to be you online.



You can also change your settings so people cannot see something you posted a long time ago.

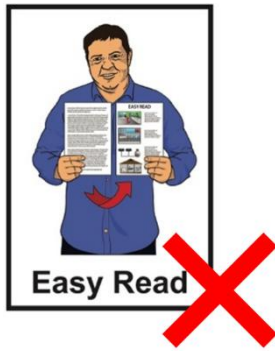


A good way to set up your privacy settings on Facebook is to do their Privacy Checkup.



Information on the Privacy Checkup is available at this **website**:

<https://tinyurl.com/yfx29n6m>



This information is **not** in Easy Read.



Another good way to make your Facebook account safer is to use the Security Checkup.



Information on the Security Checkup is available at this **website**:

**<https://tinyurl.com/54ys7fwd>**



This information is **not** in Easy Read.

## Locking your profile

Locking your profile will:



- make it harder for people you are not friends with on Facebook to see your profile / posts
- only let your Facebook friends see your:
  - photos
  - posts
  - stories
- change all your old posts so that only your Facebook friends can see them.



You know someone has locked their profile if you can see a lock symbol.



More information on how to lock your profile is available at this **website**:

**<https://tinyurl.com/yc3scks3>**



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# Managing unwanted contact on Facebook



## Managing unwanted contact

means what to do if you:

- get messages from people you do not want to talk to
- see posts that upset you / make you uncomfortable.



Pages **20 to 23** go through tools you can use to manage unwanted contact.

## Unfriend



You can unfriend someone if you do not want them to have access to your account all the time.

You can become their Facebook friend again later if you want to.



Information on how to unfriend someone is available at this **website**:

<https://tinyurl.com/4v6k92ew>



This information is **not** in Easy Read.

## Block

You can block someone when you do not want:



- to see their posts anymore
- them to see your posts anymore
- them to contact you anymore.

The person you have blocked:



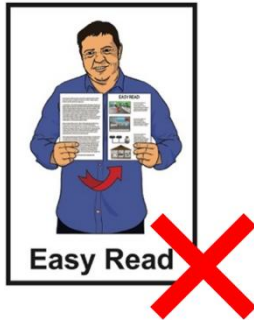
- will not know you have blocked them
- can not find your profile if they search for it.

You can unblock them at any time.



Information on how to block someone is available at this **website**:

<https://tinyurl.com/4v6k92ew>



This information is **not** in Easy Read.

## Unfollow

You can unfollow someone if you:

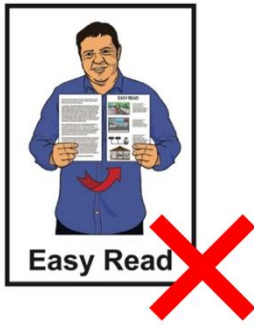


- want to stay connected / friends with someone
- do not want to see their posts.



Information on how to unfollow someone is available here:

<https://tinyurl.com/49mhzyfz>



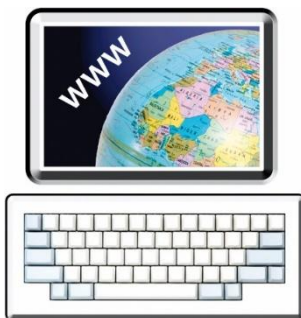
This information is **not** in Easy Read.

## Preferences

Preferences are a setting on Facebook that change how Facebook works for you.



You can change your Facebook feed preferences to show things you want to see.



Information on how to change your Facebook feed is available at this **website**:

<https://tinyurl.com/5dhhampp>



This information is **not** in Easy Read.

# What is TikTok?



TikTok is an app that lets users:

- create short videos
- share short videos
- see short videos that other people have shared.



More information about staying safe while using TikTok is available at this **website**:

<https://tinyurl.com/3mv82xh8>



This information is **not** in Easy Read.

# Privacy on TikTok



TikTok accounts for people over 16 years old are set to **public**.



Here **public** means anyone using TikTok can:

- view the account
- **interact** with the shared **content**.



Here **interact** means:

- write comments
- share the video
- like the video.



Here **content** means:

- your videos
- other videos you have shared on your account.



Only **approved followers** can send messages.



**Approved followers** are people that you are okay with following / watching your account.

If you change your account to private only approved followers can see your content.



TikTok has a setting which makes your account **discoverable**.

**Discoverable** means other people can find your account.



This setting:

- is **not** available for people under 16 years old
- can be changed in the privacy settings.





You can find more information about TikTok:

- private accounts
- public accounts.



You can find this information at this **website**:

<https://tinyurl.com/a4audh24>



This information is **not** in Easy Read.

## Direct messages on TikTok



You can send messages to more than 1 person at a time on TikTok.



Messages can have links to TikTok videos.

It is important to:

- know the person you are direct messaging
- trust the person you are direct messaging.





Do not share personal information when direct messaging like your:

- address
- passwords to important accounts like your email
- bank account information.



If you get a direct message from someone that makes you upset / uncomfortable you can report the account to TikTok.



Information on how to report an account to TikTok is available at this **website**:

<https://tinyurl.com/2sf9rpv8>



This information is **not** in Easy Read.

## More information about Netsafe

netsafe



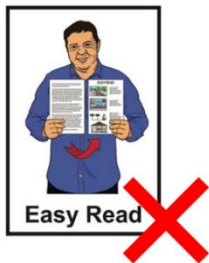
Netsafe can support you if you:

- have worries about social media safety
- want more information about staying safe online.



Visit the Netsafe **website** to find out more about staying safe online:

<https://netsafe.org.nz>



The Netsafe website is **not** in Easy Read.



You can **call** the Netsafe helpline on:

**0508 638 723**



This number does **not** cost you money to call.



If the Netsafe office is closed then you can leave a voicemail message.



You can **text** Netsafe on:

**4282**



You can email Netsafe for support on:

**help@netsafe.org.nz**



This information has been put together by Hōhepa Canterbury for their Digital Citizens project.



It has been translated into Easy Read by the Make it Easy Kia Māmā Mai service of People First New Zealand Ngā Tāngata Tuatahi.



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