



Digital Bulletin – Snapchat Privacy

Snapchat is one of, if not the most popular social media platform in the school. However, it is really important to ensure that you are using it in a safe way and to ensure that anything you share is only visible to yourself and your friends. Below is some useful advice or guidelines on how to use Snapchat safely:

Make sure that only your friends can contact you

You can choose whether you want just your friends to be able to contact you or everyone to be able to contact you. And this goes for all methods of contact – including photo snaps, video snaps, text chats and even calls. Since anyone could randomly add your username just by chance or find your snapcode somewhere online if you previously took a screenshot of it, it's best to make sure that just your friends can contact you. Access your settings from your profile tab (by tapping the **ghost icon** > **gear icon**) and look for the **Contact Me** option under the **Who Can...** heading in your settings to set it to **My Friends**.

Select who you want to see your stories

Unlike sending snaps to specific friends, stories are posted to your *My Story* section, which show up in the stories feed of other users depending on your settings. For brands, celebrities and public figures with large followings, enabling everyone to be able to view their stories helps them stay connected with their followers. You, however, may just want your friends (the people you added) to be able to see your stories. You also have the option to build a custom list of users to be able to view your stories. Again, this can all be done from the settings tab. Tap the **ghost icon** > **gear icon**, scroll down to the **Who Can...** section and tap **View My Story**. From there, you can select **Everyone**, **My Friends** or **Custom** to build your custom list.

Hide yourself from the “Quick Add” Section

Snapchat introduced a new feature called Quick Add, which you can see displayed at the bottom of your chat list and your stories tab. It includes a short list of suggested users to add based on mutual friendships. So if you have your Quick Add setting enabled, you'll show up in the friends' of your friends Quick Add sections. If you'd prefer not to show up there, you can turn this setting off by tapping the **ghost icon** > **gear icon** and selecting **See Me in Quick Add** to turn it off.

Ignore or block random users who add you

It's not uncommon to experience random users adding you to their friend list, despite not knowing them at all or having no clue how they found your username. And even if you followed all of the above tips to ensure that only your friends can contact you and see your stories, you can still remove (or block) users who try to add you on Snapchat. To do this, tap the **ghost icon** and then tap the **Added Me** option beneath your snapcode. Here you'll see a list of users that have added you, which you can tap to pull up a list of options – including *Ignore* and *Block*. If you just want to delete the attempt to add you, tap **Ignore**. If, however, you never want that user to be able to reach you via Snapchat again, tap **Block** and select your reason why.

Location sharing options

When you open Snap Map for the first time, you'll get a prompt to choose who you'd like to share your location with. **Only Me (Ghost Mode):** your location won't be visible to anyone else on the Map! When you're in Ghost Mode, your bitmoji will hold up a blue sign with a 🚫 icon. You can turn Ghost Mode on and off, or set a timer if you only want to lie low for a little while.

- **Select Friends ...:** choose specific friends to share your location with! Friends you select aren't notified when you choose them. If a friend doesn't appear on this list, it could be because they haven't added you as a friend on Snapchat.
- **My Friends:** your location will be shared with all of your friends – including friends you add in the future! This option doesn't include people who've added you as a friend but who you haven't added back. If you choose this option, we'll check in with you from time to time to make sure you still want to share your location with all of your friends.