



Tarleton Community
Primary School's guide
to...
Instagram



- Log into the Instagram account.
- On the profile page, click the three vertical dots in the top right hand corner.
- Scroll down and ensure that the "Private Account" slider is blue—this will indicate that it is active. If it isn't blue then tap it to turn it on. This means that the account won't be visible to anyone who you haven't added and other users will have to request to follow the account which you can refuse.
- In Story Settings make sure that "Allow Message Replies" is set to "Your Followers" so that only people who you have allowed to follow you can comment on any story images you upload.
- Make sure the setting "Allow Story Sharing" is grey indicating that no one can share your story on their own profile.
- In the "Comments" section you can enable "Hide Offensive Comments" and even include a keyword filter to block certain words or phrases.
- Remind children not to share information such as name, address, date of birth, school, names of friends/family, e-mail addresses, passwords etc in their bio, as this is viewable even on a private account. Be aware what is visible in photos.