

Welcome

It's important that your teen is having a fun and safe digital experience, which is why we want to provide you and your teen with comprehensive digital parenting tips and a range of tools.

This TikTok Family Safety Toolkit (the Toolkit) provides **the Top 10 Digital Parenting Tips** which you can easily follow with your teen. These tips can apply to all apps your teen might use, not just TikTok. These provide multiple options for you to support your teen in becoming a good digital citizen. Moreover, it provides simple and practical guidance on how to implement these tips using TikTok Family Safety Tools.

We encourage you to take time to explore these tips with your teen and dive into the app together to learn about the TikTok features and settings that can help them customize their experience. It will not only help protect your teen from cyber-risks, but also empower them to be good digital citizens and foster trust within your family.

As we continue to nurture our growing and diverse global community, we will continue to launch new tools and initiatives to support a positive and safe app environment. This Toolkit was developed in collaboration with the DQ Institute to provide a comprehensive digital parenting guide aligned with the DQ Global Standards, the world's first global standard of digital literacy and digital skills (IEEETM 3527.1).



For more information on TikTok's safety tools and resources, visit <u>tiktok.com/safety</u> or see our safety videos at <u>tiktok.com/@tiktoktips</u>.

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What is TikTok?

TikTok is a short-form video platform that offers in-app editing, effects, and sounds to help users develop imaginative short videos and creative content. Our mission is to inspire creativity and bring joy. TikTok enables everyone to be a creator and encourages users to share their passion and creative expression through their videos. TikTok has a 12+ rating in the App Store and Google Play store.



"TikTok has been a constant outlet to release my creativity; The ability to enjoy feel–good and positive content on the go—finding joy on TikTok is much easier than you think!"

—Nurhayati A. Rahim @yourtiesun

How to Use TikTok Family Safety Toolkit

It's easy for parents to feel intimidated or "out of the loop" when it comes to TikTok or any new app. But relax, you don't have to be a technology expert. This TikTok Family Safety Toolkit can guide as you help your teen use TikTok or any other app safely and responsibly.

Please remember that digital parenting is not about parents having control over their teen's use of technology. Rather, it's about parents empowering their teens to be **good digital citizens** who can minimize the risks and maximize the potential of the digital world.

The Toolkit gives you simple and practical tips and tools that any parent and teen can follow together in three steps:

Step 1: Understand the Top 10 Digital Parenting Tips.

Step 2: Complete **TikTok Tasks** using various features in TikTok Family Safety Tools.

Step 3: Encourage your teen to check out the **DQ Skills**, which your teen can learn through your digital parenting and TikTok Tasks.



DQ Digital Citizenship is a set of must-have digital life skills that will help your teen use digital technology and media in safe, responsible, and effective ways. The following digital parenting tips are designed for parents to help their teen learn it. If you are interested in learning more, click [PM] and [DQ] in each Tip and it will take you to further information on the DQ Institute's site.

To start using the Toolkit, turn on **Family Pairing**[Toolf]! This feature links a parent's TikTok account to their teen's, and once enabled, the parent can directly manage key safety controls for their teen's account. These parental controls work best when used openly and honestly. Let your teen know that you are using TikTok Family Safety Tools and why you are using them. It will help build better trust and communication between you and your teen.



Tips!

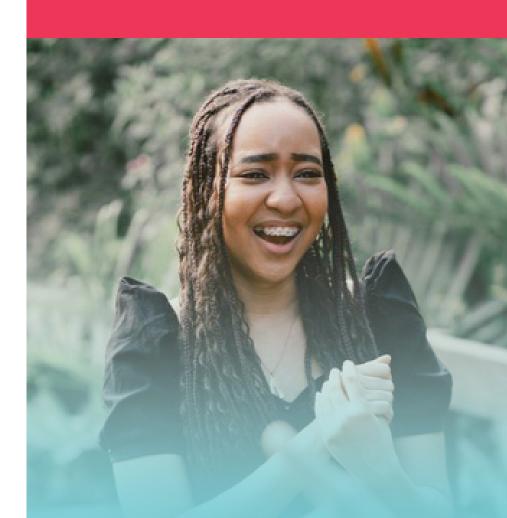
Keep the lines of communication with your teen as open as possible and have ongoing conversations about their digital lives.

- Try downloading the app, explore it on your own, and make a video with your teen!
- Understanding how the app works and experiencing it first-hand are a great start to creating common topics between you and your teen.
- Creating and collaborating with your teen will help you understand what they love about the app and open the door to productive conversation about what it means to use TikTok safely.
- Stay open to what they have to say. Remember that communication is a two-way street. Parents can learn from their teens who are often digitally savvier than they are about how to use the apps. In return, parents can show empathy and support for their teen's digital life.

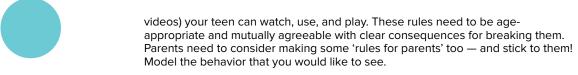




-Nancy Eva ©nanc.e



Top 10 Digital **Parenting Tips**



As with all apps your teen may use, it's helpful for you and your teen to know the following digital parenting principles. We hope you can use the tips below to set quidelines for their safe and responsible use of TikTok.

- **DQ Skills:** Your teen should learn [DQ7.3] Managing Risky Content and Contacts, [DQ2.1] Health Check- Digital Use, and [DQ2.2] Health Check-Tech Addiction.
- TikTok Task: Limit the content you see. [Tool 4]

☐ Tip 1: Check Your Child's Tech Readiness [PM1.4]

If you or your teen come across a video or content that is beyond your agreed tech boundaries, you can simply long-press on that video and tap "Not Interested" to see less of that sort of video in the future. At the account level. enabling "Restricted Mode" is an option that limits the appearance of content that may not be appropriate for all audiences. Restricted Mode can always be adjusted if you'd like to disable it as your teen gets older.

Parents should have a clear policy on when their child can actively and independently engage in the digital world, such as getting their own mobile device or opening their own social media accounts. Make sure that your child uses the apps when they are older than the app's intended age limit. For instance, TikTok is intended for users 13 and over, and we've given it a 12+ app store rating. Children younger than 13 can't be part of our community. Moreover, before your child becomes active online, you should help them learn the eight DQ Digital Citizenship skills, which are must-have digital life skills. Just like before jumping into the water, you first learn how to swim.

You may watch a TikTok safety video - 'Not Interested' which shows users exactly how they can control the content they see.

DQ Skills: Encourage your teen to check their **DQ Score** – their level of digital citizenship, to understand whether they are ready to use the apps safely and responsibly.

☐ Tip 3: Set Smart Limit on Screen Time [PM1.2] [PM2.1]

TikTok Task: Enable device-level parental controls. You can use device-based parental controls provided by Google and Apple to block the app from an underage child's phone. See the instructions for iOS or Android for more information on parental controls (or "restrictions") and how to enable them.

Just like healthy eating habits are required for your physical health, you need healthy digital habits for your better well-being and overall health. With a mutual agreement on the time your teen spends on the apps each day, you can help your teen develop self-control and time management skills in using their apps. In some instances, teens use digital media (e.g., watching videos, or playing games) to try to get away or distract themselves from emotional or relational difficulties. Instead of this behavior, parents can help their teen to reflect on how they spend their screen time, take responsibility for their emotional state, and find more positive ways of coping than seek out distraction.

☐ Tip 2: Agree on Family Tech Boundaries [PM1.1]

DQ Skills: Your teen should learn [DQ2.3] Digital Use Effects, [DQ2.4] Digital Self-Regulation, and [DQ2.5] Digital Time Management

Parents are encouraged to set a clear family tech agreement on when and where you and your teen can access and use digital devices. Healthy digital habits and family rituals maintain a variety of activities while keeping media use in moderation. You can start with setting device-free zones or times such as not using devices during meals, and not having personal media in bedrooms. Moreover, the agreement covers what content (e.g., apps, websites, games,

TikTok Task: Set a Screen Time Management feature. [Tool 3]

As part of our Digital Wellbeing offerings, this feature functions with a passcode and can be enabled for various time limits of up to 2 hours. At the device level. screen time can also be managed directly through parental controls in Android and iOS device settings.

In addition, TikTok has partnered with top creators to make short videos that appear right in the app and encourage users to keep tabs on their screen time. They are fun videos and they use the upbeat tone our users love while offering a suggestion to take a break and do something offline, like reading a book. You may watch the video on our Screen Time Management tool.

☐ Tip 4: Talk about Cyber-Bullying [PM2.2]

Did you know that more than 50% of 8-18 year olds surveyed in DQ Institute's Child Online Safety Index have experienced cyberbullying in the last year? This is why it is important for parents to engage in an open, honest, and non-judgmental conversation about cyberbullying with their teens. Parents should keep the lines of communication open while asking about their teen's online experiences, the kinds of things they see online and talk about with friends, or whether they are having any issues with peers and others. Parents should also ask regularly and specifically about cyberbullying and if they or a friend of theirs have had any such experience.

- If you think that your teen is being cyberbullied, review the messages with them in a supportive and empathetic way while letting them know that you won't take away access to their devices. Assure and remind your teen that you are always supportive of them and that you will find solutions together.
- If you think your teen is cyberbullying others, you should have a conversation with them about their current behavior. Encourage them to be honest about their behavior and take responsibility for it. Help your child understand that no one deserves to be mistreated, for any reason, and that all instances of bullying should stop immediately. Help them understand that their behavior creates their online persona and that there would be negative consequences when they treat others badly. Moreover, guide them through a series of questions that will help them realize the potential harm caused by their behavior and help them reflect and articulate the corresponding responsibilities of being a digital citizen.

The <u>TikTok Safety Center</u> includes useful information on bullying prevention. Together, you and your t the different types and harm caused by bullying, and see tips on how best to respond to bullying online.

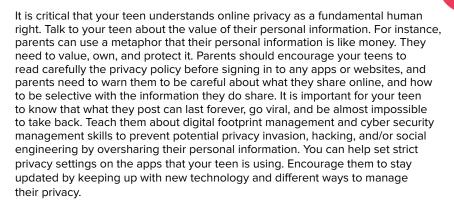
- **DQ Skill:** Your teen should learn [DQ3] Behavioral Cyber-Risk Management
- TikTok Task: Control your comment section. [Tool7] [Tool 9] [Tool 10]

Whether an account is private or public, your teen has the power to decide whether they want to allow comments on their videos. Teens above the age

of 16 can allow comments from everyone, only their followers, or restrict them altogether, while teens between the ages of 13 and 15 can allow comments from only their followers or restrict them altogether. This can be set either at the account level, or adjusted for each individual video they create. Even with comments on, your teen can set a custom list of keywords that will be automatically blocked from any comments on their videos. Your teen can also easily report comments by simply long pressing the video and following the steps outlined in the pop-up.

- You may also watch the following TikTok safety videos about cyberbullying:
 - Remove all hate speech and harassment
 - Go ahead, block the haters
 - Noisy audience? Choose who can comment on your videos
 - Have a say in what gets said. Add keyword filters to your comments

☐ Tip 5: Talk about Privacy [PM1.3] [PM 2.2]



- DQ Skills: Your teen should learn [DQ4] Cyber Security Management, [DQ6]
 Digital Footprint Management, and [DQ8] Privacy Management
- TikTok Task: Set your teen's account to private. [Tool 5]

The default setting for all registered accounts between the ages of 13 and 15 is private. For all other users, a TikTok account starts as public by default, but you can easily change into a private account through the privacy and safety settings. A private account means you can approve or deny follower requests, and only users you've approved can see your content.

☐ Tip 6: Talk about Risky Contacts and Content [PM2.2] [PM2.3]

The way we receive and share information and content has become more integrated than ever before. Especially for teens, they learn through videos, receive news through online friends on social media sites, and meet new people while playing online games. Thus, risky content (e.g., violent or inappropriate content for teens, hate speech, and others), and risky contact (e.g., unwanted sexual contact, online grooming, exploitation, and radicalization) are interconnected and must be discussed with your teen.

It is important for parents to talk with your teen about their favorite apps, games, or websites and discuss how they use them and who they meet there. You need to remind your teen that people are not always who they claim to be online. Discuss with your teen who can contact them or how to limit unwanted contact in the app settings. For instance, you should proactively talk to your teen about their restrictions on accepting friend requests from people they may not know and who can view their information and tag them in photos or share posts. You can also alert your teen to the potential dangers of meeting people in person who they do not know in real life. Nonetheless, you should reassure your teen that you are doing everything possible to keep them safe and that they can always come to you no matter what.

If you co-view/co-play with your teen, you should use this opportunity to discuss and share your family values by using media content as a natural springboard for discussion. Actively ask your teen's opinions on the content and help them to think about its subliminal messages and agendas. Discuss difficult issues such as relationships, sex, and aggression more naturally when it comes up in the media.

- DQ Skills: Your teen should learn [DQ7.3] Managing Risky Content and Contacts, [DQ7.4] Health Check – Risky Content and Contact.
- TikTok Task: Report anything that violates our guidelines.[Tool 7]

TikTok is a community that embraces creativity and values support and positivity, and that code of conduct is outlined in our Community Guidelines. If your teen sees anything that they believe violates these guidelines, they can report content or a profile directly from the app.

☐ Tip 7: Talk about Sexting [PM2.2] [PM2.3]



Parents, check if your teen has shared or has been requested to share intimate or sexually explicit messages, images, photos or videos of someone else or themselves. Many teens tend to think of sharing intimate images as fun or flirty without understanding how things can go wrong and what the potential legal issues are. They need to know that once content is shared online, it is almost impossible to get it back or to control how it is shared, and that the consequences can be serious and long-lasting. If you think your teen is involved in sexting, first, you need to try to understand the full story and calmly check what they have already shared or spread. You must then act fast to minimize the risk of harm.

- DQ Skills: Your teen should learn [DQ6.2] Digital Footprints Impact, [DQ6.3]
 Controlling Digital Footprints, [DQ7.3] Managing Risky Content and Contacts, [DQ7.4] Health Check Risky Content and Contact
- TikTok Task: Set messaging preferences.[Tool 6]

Messaging can be a great way to trade creative ideas with other users, but on TikTok, only your teen's followers can send them a direct message (DM). Your teen can unfollow or block a user to curtail an individual's ability to send a DM, or disable messaging entirely from their privacy settings. To protect teens from potential sexual exploitation via private messaging, no images can be sent via DMs on TikTok. However, teens should beware of content that leads them off TikTok and brings them to other messaging apps that allow sharing of imagery, which may place them at higher risk.

You can also watch a <u>TikTok Safety Video</u>, <u>'Enabling Messaging Controls'</u> to learn how to set messaging preferences.

☐ Tip 8: Talk about Dis-/ Mis-Information [PM2.2] [PM2.3]

Parents, we're living in the digital age, and some say, the misinformation age. You need to talk to your teen about 'fake news,' or dis-/mis- information that is designed to look like trustworthy news and information, and how quickly it can spread on social media. You must encourage your teen to think critically about what they see online (e.g., what the purpose or hidden agenda of that online information might be), and remind them to fact-check information sources and to do their own independent searches on issues. You can also talk to your teen

16

about online influencers and product placements that they might see, and discuss how these messages might be affecting them (e.g., how bodies "should" look and what they can do to "improve" their appearance).

Be truthful about what you know and what you don't know. You can get your teen to question online information - why things are depicted how they are, whose point of view is shown and whose is not shown, what the motivations of the writers may be, what the effects of viewing these types of portrayals may be, etc. This will help your teen learn how to evaluate media messages more critically.

- DQ Skills: Your teen needs to learn [DQ7.2] Digital Information Evaluation
- TikTok Task: Watch the "Be Informed" videos with your teen.

The TikTok 'Be Informed' series of videos helps you and your teen be critical with the information you consume online.

- <u>'Verify the Source'</u> encourages you to check and evaluate sources of information.
- 'Double-check dubious graphics and learn to do a little investigating for yourself' teaches you to always question graphics that are the basis of big claims.
- 'Question Your Bias' teaches you that your strong viewpoints might sometimes be the products of biases they hold, and you should consider this while understanding that others may hold different perspectives.
- <u>'When to Share vs When to Report'</u> encourages you to stop and think before sharing, verify the information and to block accounts or content that are spreading misinformation.
- <u>'Fact vs Opinion'</u> helps you determine whether statements are expressing truths or beliefs and encourages you to conduct research and verify claims.

☐ Tip 9: Connect with Support Networks [PM3.3]

You can develop a good support and protection network around your teen. It begins with having consistent digital parenting policies and support among all caregivers within your household (e.g., your partner, grandparents, child carer, etc). Your teen can get help from "cool" family members (e.g. aunt, uncles, or godparents) with emotional support. You should proactively work with their school teachers in relation to the online schooling and cyber-protection of your teen. Moreover, if you notice your teen talking about or showing any sign of serious



behavior changes (e.g., acting sad, isolated, or withdrawn, reacting angrily to being interrupted, or showing anxiety and/or depression) or if they are involved in a cyber-risk situation, you need to consider seeking external help including school counselors, psychologists, the police, or other professional experts as necessary.

- DQ Skills: Your teen should learn [DQ3.4] Staying Out of Cyberbullying,
 [DQ7.4] Health Check Risky Content and Contact
- TikTok Task: Decide who can follow you.

 [Tool 6]

Even if your teen has a private account, they can manage who follows their account by removing followers or blocking users at any time, for any reason. Removing a follower will curtail that user's ability to send your teen a direct message, while blocking a user will also stop them from interacting with or viewing your teen's content at all.

☐ Tip 10: Make Videos Together [PM2.3]

TikTok is fun and easy to use. Join in on a trend or have fun with everyday moments together. Creating fun content with your teen can be a great way to get involved, to learn about their interests, and to understand each other with empathy. This is also a great way to talk to your teen about what types of content are appropriate or inappropriate to create.

- Digital Skills for Your Teen to Learn: [DQ1] Digital Citizen Identity, [DQ5]
 Digital Empathy
- TikTok Task: Make and restrict Duets and Stitch[Tool 8]

Duets can be a fun way to create videos with another user, but your teen has the control to decide who can make duets with them or react to their content. They can set their preferences just once at the account level and have those settings apply to all their videos, or choose to selectively enable or disable Duets and Stitch for just a particular video. You can make duets & stitch with your teen and try various restricted features. Duet and Stitch are only available on content created by users aged 16 and over.



Top 10 TikTok Family Safety Tools

Tool 1: Family Pairing

As part of our ongoing commitment to providing users with features and resources to have the best experience on TikTok, we have introduced Family Pairing to help parents and guardians keep their teen safe.

Family Pairing links a parent's TikTok account to their teen's and once enabled, the parent can directly manage key safety controls for their teen's account. We encourage parents to discuss the Family Pairing features with their teens, and explain why they choose to enable them.

Below is a list of the included features:

- Setting an account to private
- Comment on Videos
- Direct Messages
- Search
- Video Downloads
- Duet and React
- Stitch
- · Who can view your 'hearted' videos
- Screen Time Management
- Restricted Mode



Tool 2: Direct Messages

Parents can control whether their teen has Direct Messages enabled. Also known as DMs, this feature is a form of private communication between users that is only visible to the sender and recipient. Direct messages are *only eligible* to registered account users who are ages 16 and over on TikTok.

While the vast majority of DMs are between friends, both child sexual abuse material (CSAM) and grooming behavior have been linked to image sharing in

direct messages. We have taken an industry-leading, enhanced safety approach and have never allowed sharing of images in direct messages.

Other risks include cyberbullying or other forms of negative communication. If you choose to enable **Direct Messages**, you may limit them to *Friends* (people you follow, who follow you back) instead of keeping it open to *Everyone* on TikTok.

Tool 3: Screen Time Management

Control how long your teen can spend on TikTok each day.

In addition, TikTok has partnered with top creators to make short videos that appear right in the app and encourage users to keep tabs on their screen time. These fun videos use the upbeat tone our users love while offering a suggestion to take a break and do something offline, like read a book.

Tool 4: Restricted Mode

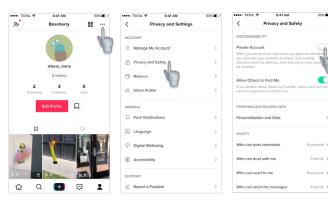
Limit the appearance of content that may not be appropriate for all audiences. Even without Family Pairing enabled, parents can help their teen set Restricted Mode by visiting the app's Digital Wellbeing controls at any time.

Tool 5: Private Accounts

We have **built-in app level controls** to manage your teen's connections on the platform. A public account means that any TikTok user can view your videos and post comments, reactions, or duets to engage with the content you've created and shared – but you can easily change this in your Privacy Settings. If you switch to a private account you can approve or deny follower requests, and only users you've approved as followers can see your content.

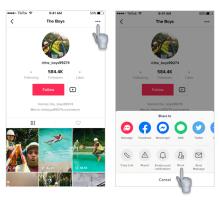
The default privacy setting for all registered accounts between the ages of 13-15 is private. A private account means that while other TikTok users can search for you, they must request and be approved as a friend in order to contact or see your content. If you approve the request, that person will be able to view your videos.

See visual instructions on the next page.



Tool 6: Blocking a User

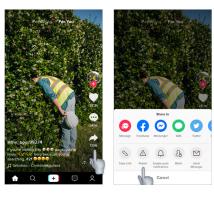
TikTok allows you to keep any users from interacting with you or your content for any reason. By blocking a user, they will not be able to view your content or send them messages.



Tool 7: Reporting Content, Accounts or Comments

If you see something that might violate our Community Guidelines, please report it so our moderation team can review and take appropriate action. You can report a specific video, livestream, user, or comment right within the app itself.

To report, simply long press the video. A pop-up will appear. Select Report and follow the steps outlined.



Tool 8: Restricting Duets and Stitch

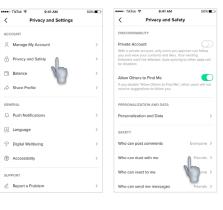
We're building a global community where users can create and share authentically, discover the world around them, and connect with others across the globe. We're also committed to keeping this community safe.

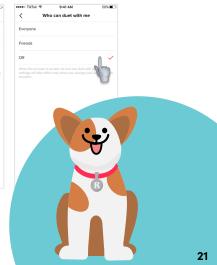
A *Duet* is a video feature on TikTok. Enabling *Duets* means that another TikTok user can use your video content to create split screen video using the same audio. *React* is similar to a *Duet*, but instead of a split screen, this has a picture in picture display. The new video will be owned by the *Duet* or *React* creator (not the original creator).

A *Stitch* is a TikTok feature that allows a creator to reinterpret and add to another user's content. It allows users the ability to clip and integrate scenes from another user's video into their own.

Duets and Stitch can be fun ways to create videos with another user, but you're in control: your teen has the option to decide who can make duets with or react to their content. It's easy to set this just once at the account level and have their chosen setting apply to all their videos — but your teen can choose to selectively enable or disable duets for just a particular video, too.

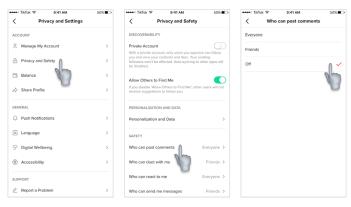
Duet and Stitch are only available for content created by users ages 16 and over.





Tool 9: Comment Restrictions

TikTok helps connect a rich and diverse community, where people are free to express their personal views but your teen can control whether and whom they allow comments from. Teens above the age of 16 can choose, *Everyone*, *Friends* (people you follow, who follow you back) or turn off comments entirely, while teens between the ages of 13-15 can choose between Friends or turn off comments entirely. Regardless of the option they choose, we ask all our users to respect different voices and opinions.





Tool 10: Filter Comments

In addition to comment controls, TikTok also has comment filters. This feature allows your teen to input the red flag language they choose. The words or phrases your teen select will not be visible in comments on their content.

Age Limits in TikTok

13 Year-Old: Connections

We want our users (13 and up) to have their best experience online, which means being able to create and have fun while feeling safe and comfortable. All users can control who can see their content and interact with them on TikTok.

16 Year-Old: Livestream and Direct Messages

Livestream is a fun feature that creators use to connect with their community in real time. Creators must be at least 16 years old to be eligible to host a livestream, and if they have maintained the appropriate number of followers.

Direct Messages, also known as DMs, is a form of private communication between users that is only visible to the sender and recipient. Direct messages are only eligible to registered accounts users who are 16 and older on TikTok.

18 Year-Old: Virtual Gifting

Virtual gifting allows users to send monetary gifts to creators during a livestream, and it's one way users can show their support for and reward their favorite creators. To prevent misuse, users must be at least 18 years old in order to send or receive a virtual gift.

While users must be at 16 and older to host a live stream - only users aged 18 and over are eligible to purchase, send, or receive virtual gifts. All virtual gift purchases are facilitated through the App Store or Google Play, and an individual user's settings around inapp purchases can be managed and adjusted at any time through the App Store or Google Play directly.

Parents can prevent App Store or Google Play store purchases directly by enabling device-level parental controls.





Community Guidelines

TikTok is an inclusive platform built upon the foundation of creative expression. We encourage users to celebrate what makes them unique, within a community that does the same. We deeply value that our users come from a huge breadth of nationalities and cultures, and we take into account the cultural norms and local regulations of the markets we operate in.

Our code of conduct is outlined in our Community Guidelines at: <u>tiktok.com/safety/resources/new-community-guidelines</u>. To learn more, visit <u>tiktok.com/safety</u>.



"I'm grateful for the way TikTok has brought me and my father closer than ever through lots of good laughs and fun moments!"

–Ng Ming Wei@mingweirocks



TikTok Glossary

Challenge

As part of a challenge, a well-known brand or creator uses a video to call on the community to personally interpret a specific topic, dance, or song.

Creator

TikTok creators may not be household names (yet), but they are creative innovators from all walks of life, and from all over the world.

Discover

The Discover page is the central location for all things trending on TikTok. From creators on the rise to hashtag trends and top sounds, this is the place to see what's popular.

Duet

Duet is TikTok's collaboration tool. It allows users to create with others through side by side videos.

Stitch

Stitch is a TikTok feature that allows a creator to reinterpret and add to another user's content. It allows users the ability to clip and integrate scenes from another user's video into their own

Effect

TikTok's digital effects are interactive and advanced features that can add a fun twist to any video.

Fans

If users are particularly enthusiastic about the content of another user, they can become a fan and follow their profile. This way, they don't miss any activities of their favorite creator.

For You Feed

The For You Feed is a central part of the TikTok experience. It is based on new technologies and recommends relevant videos. In this way, users can be inspired by the content of all members of the TikTok community.

Hearts

Liking a video is the quickest and easiest way to give a little love to a video you see on the For You page. The more hearts it has, the more likely it is to be seen by other users around the world!

Sound

Sound is an essential part of every TikTok video; whether a user original, or chosen from the music library of 20 million + songs available in-platform.





