

## Clark County School District

# Reporting Inappropriate Content on Social Media Sites

The following instructions provide guidance on reporting abusive or inappropriate content on Facebook, Instagram, TikTok, and Twitter from a computer.

### **Facebook**


The following steps discuss how to access *Help & Support* for Facebook:

1. Log in to your *Facebook* account.
2. Select the account profile icon (round profile image) located at the top-right corner of the *Facebook* interface.
3. Select *Help & Support* from the menu.
4. Select *Help & Support* again to access the *Help Center*.

The *Help Center* displays a menu of options on the left side of the window. Expand *Policies and Reporting* to select *Report Content on Facebook*. The displayed options provide instructions on how to submit concerns or reports based on the type of concern (i.e., a profile, post, photo, or video, etc.)

NOTE: If the issue is not listed in the menu, use the search bar, located in the center of the window, to search for the topic. *Facebook's* automated system will provide suggested articles based on the search.

To report a complaint regarding a post, image, video, message, etc., complete the following steps:

1. Log in to the *Facebook* account. This account must have access to the account, content, or post to be reported.
2. Locate the post, image, etc. either from the account “feed”.
3. Select the  icon located to the right of the posting profile name.
4. Select *Report Post*.
5. Select the appropriate “*problem*” from the list provided.
6. Continue providing detail by selecting from the additional menus or chatbot interface.


Provide detailed information about the complaint in the contact form or chatbot interface. Be as specific as possible, including any relevant screenshots, links, or usernames related to the issue. This will help *Facebook* understand and address your complaint more effectively.

7. Submit your complaint. *Facebook* will review your submission and may reach out to you for additional information if needed. Note that *Facebook* receives a large volume of complaints, so it may take some time for them to respond.


Remember to maintain a respectful and clear tone while describing your complaint. Providing accurate and detailed information will increase the chances of a satisfactory resolution.

## **Instagram**


To report a complaint or problem with the *Instagram* platform:

1. Log in to the *Instagram* account.
2. Select  from the menu located on the left side of the window.
3. Select *Report a problem*
4. Provide detailed information about the concern in the contact form or chatbot interface. Be as specific as possible, including any relevant screenshots, links, or usernames related to the issue.
5. Submit your complaint. *Instagram* will review your submission and may reach out to you for additional information if needed.

To report a complaint about an *Instagram* profile:

1. Log in to the *Instagram* account.
2. Select the profile name for the user the report will be filed against.
3. Select the  icon located to the right of the posting profile name.
4. Select *Report*
5. Select the *Report Account*.
6. Select the appropriate “concern” from the list provided.
7. Continue providing detail by selecting from the additional menus or chatbot interface.
8. Submit your complaint. *Instagram* will review your submission and may reach out to you for additional information if needed.

To report a complaint about an *Instagram* post:


1. Log in to the *Instagram* account.
2. Locate the post in question.
3. Select the  icon located to the right of the posting profile name.
4. Select *Report*
5. Select the appropriate complaint from the list provided.
6. Continue providing detail by selecting from the additional menus or chatbot interface.
7. Submit your complaint. *Instagram* will review your submission and may reach out to you for additional information if needed.

Note that *Instagram* receives a high volume of complaints, so it may take some time for them to respond.

It's important to maintain a respectful and clear tone while describing your complaint. Providing accurate and detailed information will increase the chances of a satisfactory resolution.

## **TikTok**

To report a complaint or problem about a *TikTok* profile:

1. Log in to the *TikTok* account.
2. Select the profile name for the user the report will be filed against.
3. Select the  icon located to the right of the posting profile name.
4. Select *Report*
5. Select the *Report Account*.
6. Select the appropriate “concern” from the list provided.
7. Continue providing detail by selecting from the additional menus or chatbot interface.
8. Click *Submit*. After submitting your complaint, *TikTok's* moderation team will review it and take appropriate action if necessary.

To report a complaint about a *TikTok* video:


1. Log in to the *TikTok* account.
2. Locate the post in question.
3. Hover the mouse pointer over the video post
4. Select *Report* located in the upper right corner of the video
5. Select the appropriate complaint from the list provided.
6. Continue providing detail by selecting from the additional menus or chatbot interface.
7. Click *Submit*. After submitting your complaint, *TikTok's* moderation team will review it and take appropriate action if necessary.

Note that due to the volume of complaints *TikTok* receives, it may take some time for them to respond. Make sure to monitor your account and notifications for any updates or messages from *TikTok* regarding your complaint.


It's important to maintain a respectful and clear tone while describing your complaint. Providing accurate and detailed information will increase the chances of a satisfactory resolution.

### ***Twitter***

To report a complaint about a *Twitter* profile:

1. Log in to the *Twitter* account.
2. Select the profile name for the user the report will be filed against.
3. Select the  icon located to the right of the posting profile image.
4. Select *Report @account name*.
5. Complete all steps in the reporting wizard.
6. Continue providing detail by selecting from the additional options or entering information in the interface.
7. Click *Submit*. After submitting your complaint, the *Twitter* team will review it and take appropriate action if necessary.

To report a complaint about a *Twitter* post:

1. Log in to the *Twitter* account.
2. Locate the *Twitter* post in question.
3. Select the  icon located to the right of the posting profile name.
4. Select *Report Tweet*.
5. Complete all steps in the reporting wizard.
6. Continue providing detail by selecting from the additional options or entering information in the interface.
7. Click *Submit*. After submitting your complaint, the *Twitter* team will review it and take appropriate action if necessary.

Note: due to the volume of reports *Twitter* receives, it may take some time for them to respond. Keep an eye on your notifications or email associated with your *Twitter* account for any updates or messages from *Twitter* regarding your complaint.

It's important to maintain a respectful and clear tone while describing your complaint. Providing accurate and detailed information will increase the chances of a satisfactory resolution.