

Instagram Reporting Guide

Scottish Business Resilience Centre

Instagram.

Instagram is a platform for sharing and uploading images with friends and followers. With features like a personal inbox where users can send private messages, and the ability to upload any photo you want within the guidelines. Sometimes users will unfortunately upload offensive images or send harmful and malicious messages. This guide will go over the various ways that users can report and block people and the content that they may upload or send. It is also important to note that uploaded photos are public by default.

Instagram Reporting Guide

Instagram is a platform for sharing and uploading images with friends and followers. With features like a personal inbox where users can send private messages, and the ability to upload any photo you want within the guidelines. Sometimes users will unfortunately upload offensive images or send harmful and malicious messages. This guide will go over the various ways that users can report and block people and the content that they may upload or send. It is also important to note that uploaded photos are public by default.

In 2017, Instagram's developer tools suffered a bug that allowed for individuals to access email addresses and phone numbers of users, including verified celebrity accounts. The company stated the bug was swiftly fixed. It was believed the affected accounts were in the millions, as contact information was being sold online, and Instagram admitted that they could not determine which accounts were affected.

Photos

To report a photo or video on Instagram, select the icon with three dots at the top of post:



Then select 'Report' from the popup menu:



WWW.SBRCENTRE.CO.UK

Instagram.

Another popup will appear asking you to select the reason you are reporting the post:

 Why are you reporting this post?

 It's spam
 >

 It's inappropriate
 >

If you select that the post is 'inappropriate', you will be asked to select the description that best fits the issue:

<	Report	\times
Why are you reporti	ng this post?	
Nudity or sexual activity	1	>
Hate speech or symbols	5	>
Violence or dangerous	organizations	>
Sale of illegal or regulat	ed goods	>
Bullying or harassment		>
Intellectual property vio	lation	>
Suicide, self-injury or ea	ting disorders	>
Scam or fraud		>
False information		>
l just don't like it		>

Once you have selected a description of your issue with the post, your report is complete.

Story

To report a user's 'story' on Instagram, select the three dots icon at the top right of the story:



INSTAGRAM REPORTING GUIDE

Then, from the popup menu, select 'Report':



Similarly to the process of reporting a post, select the issue with the story from the menu:

Report	
Why are you reporting this post? We won't let them know if you take any or actions. If someone is in immediate dang local emergency services – don't wait.	of these ger, call the
lt's spam	
It's inappropriate	
< Report	
Why are you reporting this post? We won't let them know if you take any or actions. If someone is in immediate dang local emergency services – don't wait.	of these ger, call the
Nudity or sexual activity	
Hate speech or symbols	
Violence or dangerous organisation	s >
Sale of illegal or regulated goods	
Bullying or harassment	
Intellectual property violation	
Suicide, self-injury or eating disorde	ers >
Scam or fraud	

Comment

To report a comment on an Instagram post, hold down on the comment until this message appears:

Report	
Cancel	

Then, select 'Report'. From the next popup, follow the process of selecting the most fitting description of the problem with the comment:

Report	×
Why are you reporting this comment?	
It's spam	>
It's inappropriate	>

Account

To report an Instagram account, select the icon with three dots at the top right corner of the account page:



Then select 'Report User' from the popup menu:

Block this user	pc
Restrict	
Report User	2
Cancel	52
sts ionowers	

Select the most fitting description of your problem with the account:

Why are you reporting this account?	
It's spam	>
It's inappropriate	>

Then, from the next popup, select 'Report Account'. If you want to report a post, message or comment made by the account, you should report the specific item by following the relevant process.

Why are you reporting this account?	
Report Post, Message or Comment	>
Report Account	>

If the account is posting content that is offensive, dangerous, or otherwise inappropriate, select 'It's posting content that shouldn't be on Instagram'.

If the account is falsely claiming to be someone it is not, such as you, someone you know or a celebrity, select 'It's pretending to be someone else'.

If you believe that the account user is too young to be using Instagram, select 'It may be under the age of 13'.

Why are you reporting this account?	
It's posting content that shouldn't be on Instagram	>
It's pretending to be someone else	>
It may be under the age of 13	>



IGTV

To report a video on IGTV, select the three dots icon at the bottom of the video:

394 views · 6 comments	
$\bigcirc \bigcirc \bigcirc \bigtriangledown \frown \frown \frown$	✓ Up Next
II •	2:33

Then, from the popup menu, select 'report':

Not interested	
Copy link	
Share to	
Save	
Report	
Cancel	▲ Up Next

Then, following the reporting procedure the same way as with other Instagram content, select the most fitting description of your issue with the video:



Message

To report a message that you have received in Instagram, hold down on the message until a menu pops up, and then select 'Report':



From the next menu, select the most fitting description of your reason for reporting the message:

Report	\times
Why are you reporting this message?	
Nudity or sexual activity	>
Hate speech or symbols	>
Violence or dangerous organizations	>
Sale of illegal or regulated goods	>
Bullying or harassment	>
Intellectual property violation	>
Suicide or self-injury	>
Spam	>
I just don't like it	>

Account via message

to report an account that has sent you a message, select the 'i' icon in the top right corner of their messages page:



Then, on their details page, select 'Report' and follow any further instructions:

<	Details
Mute Messages	
Members	
Delete Chat	
Block	
Report	

Shop product

To report a product on sale on the Instagram shop, select the three dots icon in the top right corner of the product page:



Then, select 'Report product' from the popup menu:

	Report product	
	Not interested	
Follow		
	Cancel	
	• • •	

Then choose the best fitting description for why you are reporting the product:

Report	
Choose a reason for reporting this product: We won't let them know if you take any of these actions. If someone is in immediate danger, call the local emergency services – don't wait.	
Service or job	>
Intellectual property violation	>
Animal products or sales	>
No intent to sell	>
Alcohol, tobacco and weapons	>
Sexualised content or adult products	>
Discriminatory listing	>
Misleading or possible scam	>

Instagram.

Instagram Privacy Guide

Making Your Account Private

On a default Instagram account, any user can follow you and view your profile, including your posts and stories. Making accounts private on Instagram gives users the ability to allow follows from approved users only and allow only followers to view posted content. This guide demonstrates how to make accounts on the desktop and mobile versions of Instagram.

To make your account private using the mobile application, firstly navigate to your profile and tap on the three lines to the top right of your screen.



From there, tap on the settings section, as shown in the image below.



Scroll to the privacy tab and click on it.

3	Your activity	>
Ċ	Notifications	>
Ô	Privacy	
\bigotimes	Security	>

Finally, click on the button to turn on Account Privacy.

Account privacy

Private account

To double check that your account is now private, navigate back to your profile page and look for the padlock image. This means your account is now private.



Making your account private via the Desktop version follows a similar process.

Firstly, click on your profile picture in the top right corner, and a dropdown menu will appear. From here, click on the settings option.



On the left-hand side, click on the Privacy and Security tab.



Finally, below Account Privacy, tick the Private Account box to make your Instagram account private.

Account Privacy

Private Account

When your account is private, only people you approve can see your photos and videos on am. Your existing followers won't be affected.

Where to Find the Privacy Rules

To view Instagram's policies and rules on privacy, using a browser of your choice, search for help.instagram.com, which will take you to the website's help centre. On the left-hand side, click on the Privacy and Safety Centre.



INSTAGRAM REPORTING GUIDE

From here, you can view a multitude of resources, including information on privacy, found in the Controlling Your Visibility section. Under the heading About Privacy on Instagram you can find information to help you make your account secure and private.

Help Centre — Privacy and Safety Center

Community	Guidelines	

Controlling Your Visibility

Controlling Your Visibility

Setting Your Photos and Videos to Private

Learn How to Address Abuse

imes How do I set my Instagram account to private so that only approved followers can see what I share?

The Help Centre also includes useful information such as its Data Policy, and Tips for Parents. The latter section includes privacy info specifically useful for parents, as shown in the screenshot below.

Sources

https://help.instagram.com

https://www.theverge.com/2017/9/1/16244304/instagramhack-api-bug-doxagram-selena-gomez

Instagram.

Scottish Business Resilience Centre

Oracle Campus
 Blackness Road
 Linlithgow
 West Lothian
 EH49 7LR

- **** 01786 447 441
- 🛛 enquiries@sbrcentre.co.uk
- www.sbrcentre.co.uk
- ♥ @SBRC_Scotland

A Company Limited by guarantee and registered in Scotland No. SC170241 | VAT Registration Number: 717 2746 27