E-mail Practices
Exercise caution before clicking on a link in an e-mail or opening an attachment.

Workstation Practices
Lock workstations when leaving them unattended.

Password Practices
Establish strong passwords. Do not write down passwords and leave in an easily accessible location.

Data Handling Practices
Use appropriate tools when handling data. Never send sensitive information through unencrypted email.

Privacy Practices
Do not establish accounts for students to access online resources without consulting with administration.

Phishing Emails
Phishing e-mails are one of the most common, and effective, methods cyber attackers will use to gain access to secure information.

1. Exercise CAUTION before SENDING SENSITIVE INFORMATION through email.

2. Exercise CAUTION before CLICKING ON A LINK in an e-mail or OPENING AN ATTACHMENT.

3. REPORT SUSPICIOUS EMAILS to your IT Department.

4. If you fall victim, REPORT INCIDENTS to your IT Department immediately.

View the video: https://youtu.be/Xo4fQ3N5AoI