

CYBER SECURITY & PRIVACY REMINDERS

Learn, Teach, and Work at Home

DON'T GET PHISHED!

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

Exercise caution before clicking on a link in an e-mail or opening an attachment. Report any suspicious emails to your IT Department.

If you are compromised, please also report any incidents to your IT Department immediately.



DON'T GIVE AWAY YOUR PASSWORDS

Establish strong and unique passwords.

Do not write down passwords and leave in an easily accessible location.

If you are compromised or have forgotten your password, please contact your IT Department immediately.

WATCH OUT FOR FREE STUFF

Be careful of applications you download.

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



OFFSITE WORK ENVIRONMENT REMINDERS



- Separate work area from non-work related activities.
- Shred any documents containing sensitive information.
- Connect to in-district resources only through authorized VPNs.
- Password protect remote office Wi-Fi networks.
- Use only approved software and tools to perform work functions.
- Take steps to keep sensitive information private from others.
- Follow established district policies and procedures.