ASCIP Safety Spotlight

Cybersecurity Checklist

In our current world of technology, cybersecurity has become increasingly more important. Cybersecurity is the protection of computers and computer systems against unauthorized attacks or intrusions. This handout provides tips and best practices to protect you, your students, and the district from cyber attacks:

Stay up-to-date

- Confirm that your hardware is up-to-date with the latest security software. Malicious software (ransomware or malware) takes advantage of vulnerabilities.
- Turn on automatic updates to defend your device from future risks.
- Back up data/documents offline.
- Check with your IT department first on all work devices.

When in doubt, throw it out

- Links in emails, social media posts, and online ads are ways cyber criminals try to steal your personal information. Hackers use fake links to access systems. If something looks suspicious, delete it, even if you know the source. Don't get caught "phishing"!
- If you're still too curious about a link, hover over it to see the entire URL to confirm it will lead to a legitimate site.

Think before you act

- Be wary of communications that urge you to act quickly, offer something that sounds too good to be true, or requires you to respond with personal information.
- Think very carefully about posting online – it is forever. Use privacy settings to avoid sharing information too widely.

Be aware of Wi-Fi hotspots

- Be sure to only connect to known and trusted Wi-Fi hotspots. If your hotspot is public, limit the amount of shared personal information.

Protect your $$$

- When banking and shopping, be sure the website is secure. Look for https:// or shttp://.

Unique passwords

- Create unique passwords for your most critical accounts. Avoid using the same password.
- If you write down your password, then make sure it is stored in a secure place.
- Consider using a password manager to safely store all your passwords.

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