

Week 1 Theme: Work, Teach and Learn from Anywhere

**CYBER
AWARENESS
MONTH**

Tips for Safeguarding your Devices

Our mobile devices, laptops and computers store an immense amount of information about us. If we're not careful, a cyber criminal can steal this information. **Read on to learn how you can keep your devices and your data safe.**

If using a board issued device be sure to follow school board policies and procedures.

Smartphones and Tablets

BE SECURE

- Lock your device with a strong password and enable auto-lock
- Enable multi-factor authentication (MFA)
- Always turn off Bluetooth when not in use
- Never use public and unsecured private Wi-Fi networks when accessing sensitive information
- Never leave your devices in a vehicle or unattended in public
- Don't use text messages to send personal or sensitive information
- Update your device's operating system and enable automatic updates

APPS

- Uninstall any apps you won't be using
- Review app permissions and look out for apps asking for access to data not relevant to their function
- Turn off location services when not in use
- Disable any features you don't need
- Avoid downloading apps developed by companies that provide little to no information about their organization
- Only download apps from trusted sources like the App Store or Google Play

Laptops and Computers

- Install security software such as anti-virus and anti-spyware protection and set up software scans on at least a weekly basis
- Use a passphrase or strong password for the device
- Enable Multi-Factor Authentication (MFA) whenever possible
- Give your browser a boost
 - Use the drop-down menu on your browser to choose settings that are as secure as possible
 - Keep your browser updated, if it doesn't automatically update
 - Clear your cache and browsing history so you don't leave a record of any sensitive information like login IDs, passwords, banking information, etc.
- Keep your software and operating system updated and enable automatic updates
- Use caution when downloading files off the internet and ensure the source is trusted