

# Cyber Security Tips



**NEVER SHARE YOUR PASSWORD WITH ANYONE.**

**Keep your passwords safe. Use a secure and reliable password manager.**

**PRACTISE SAFE BROWSING.**

**A single careless click can expose your sensitive information. Think before you click!**

**USE A SECURE INTERNET CONNECTION.**

**This will ensure your anonymity on the internet.**

**BE CAREFUL OF WHAT YOU DOWNLOAD.**

**Avoid downloading apps or software that look suspicious. It may result in malware.**

**BE CAREFUL OF WHAT YOU POST.**

**Remember: what you post on the internet will stay there forever.**

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# Keep Emails Safe



**Avoid opening attachments and clicking on links when the content is not adequately explained (e.g. “watch this video, it’s amazing.”)**



**Be suspicious of clickbait titles (e.g. click here for free teaching resources)**



**Check email and names of people you have received a message from to ensure it is legitimate.**



**Look for inconsistencies or give-aways (e.g. grammar mistakes, capital letters, excessive number of exclamation marks.)**



**Not sure that an email you have received is safe...ask the ICT Technician to have a look**

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# Password Secrets



**Password leaks are dangerous since they can compromise the school's entire infrastructure. Not only should passwords be secure so they won't be easily hacked, but they should also remain secret.**



**Choose passwords with at least eight characters (including capital and lower-case letters, numbers and symbols) and avoid information that can be easily guessed (e.g. birthdays.)**



**Remember passwords instead of writing them down. If you need to write your passwords, you should keep the paper or digital document confidential and destroy it when your work is done.**



**Exchange credentials only when absolutely necessary. When exchanging them in-person isn't possible, use the phone instead of email, and only if you personally recognize the person you are talking to.**

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