

CYBER SECURITY TIPS:

PASSWORD SECURITY AND RECOMMENDATIONS

DID YOU KNOW?

Your district password unlocks access to **PRIVATE INFORMATION** about you, students, and other district employees. This is why it is essential to keep your district password and digital space secure.



LOCK IT UP

Stepping away from your computer (even just a moment)? Lock it up! Press the Windows key + L. This works instantly without closing any apps or logging you off.



LOG OFF

Do not log on to your account using a public computer. If you are using a shared computer, always remember to log off at the end of the session.

PASSWORD BEST PRACTICES AND RECOMMENDATIONS



- Passwords should be **EASY** to remember, but **HARD** to guess
- Consider using a **PASSPHRASE** instead of a password
- Do not **WRITE** your password down
- Do not use the same password for **MULTIPLE SERVICES**
- Do not **SHARE** your password, even with trusted colleagues
- Only log in to your accounts using **TRUSTED SOURCES** and links