

# Security Is On The Schedule!

Don't let cybersecurity be absent this school year! Whether you are in the classroom or at home, remember these tips!

## Keep Your Passwords Strong!

Did you know that eight-character passwords with uppercase and lowercase letters, numbers, and special characters can be cracked in 40 minutes?!

A 16-character password of the same complexity? **BILLIONS OF YEARS!**

### When making passwords, remember:

- Use a combination of numbers, letters, and special characters.
- Make it long! 16-20 characters is ideal.
- Never recycle or reuse passwords across accounts!
- Don't use personal information or common words as passwords. Family names, pets, and birth years all make poor passwords.



## Don't Fall For Phishing!

Did you just get an email giving you an all-expenses-paid trip to the Bahamas this summer? No, you just got phished! Phishing can put your personal information at risk.



### To help avoid phishing attempts, ask:

- Is this too good to be true?
- Is there a sense of urgency?
- Are there abundant grammar and spelling mistakes?
- Are there strange links or attachments?

If you answer yes to any of these questions, you might be looking at a phishing email! **Stop**, **look**, and **think** before you click!

## Lock Up Before Lunch!

### Late for lunch and trying to run?

Make sure to lock your computer or workstation first!

It only takes seconds to wreak havoc on an unlocked device. Data theft, changed grades, and malicious software! Oh my!

### Make it easy and use keyboard shortcuts.

For Mac



For Windows



It's no difficult feat; lock your screen before you leave your seat!

**Remember**, when it comes to passwords, long is strong! **Stop**, **look**, and **think** before taking any action on a suspicious email! And always lock your device! Have a safe and secure school year!