

## *Things to Think About Before You Click*

	<p><b>1. <i>When in doubt, throw it out</i></b></p> <ul style="list-style-type: none"><li>a) Do you know and trust sender</li><li>b) Devil in details: check for identical address, signature and/or logo</li><li>c) If asked for financial or personal information; call or text to confirm</li></ul>
	<p><b>2. <i>Safe for me, safe for you</i></b></p> <ul style="list-style-type: none"><li>a) Viruses and malware can hurt your files and your computer</li><li>b) It can spread throughout the School's network so all become infected</li></ul>
	<p><b>3. <i>You Own it: Your online presence</i></b></p> <ul style="list-style-type: none"><li>a) Monitor privacy settings on all your social networks</li><li>b) Connections/friends may reveal your information</li></ul>
	<p><b>4. <i>Keep Passwords long and strong</i></b></p> <ul style="list-style-type: none"><li>a) Passwords should be 8 or more letters and/or numbers</li><li>b) Change password every 30-90 days or sooner</li></ul>
	<p><b>5. <i>Update for safety</i></b></p> <ul style="list-style-type: none"><li>a) Update regularly (java, flash, adobe and other MCDS standard programs)</li><li>b) Updates usually fix security threats</li></ul>
	<p><b>6. <i>Download Due Diligence</i></b></p> <ul style="list-style-type: none"><li>a) Investigate source hosting the document or app to be downloaded</li><li>b) Download apps from known portal</li></ul>
	<p><b>7. <i>Know who's giving you a ride (Rider Alert)</i></b></p> <ul style="list-style-type: none"><li>a) Be wary of open free Wi-Fi; sometimes unsafe paths</li><li>b) Folks are trolling out there for your information and connections</li></ul>