





STAY CYBER SAFE!



Schools and colleges have a critical role to play in maintaining cyber security

Here's what you need to do protect your data:

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|  <p>USE STRONG PASSWORDS These are your first line of defence.</p> |  <p>NEVER SHARE YOUR PASSWORDS Keep these a secret.</p> |
| <ul style="list-style-type: none"> • Always use a strong unique password for each account • Adopt a creative approach to password creation e.g. using 3 random words • Never use easily guessable passwords e.g. birthdays, common words • Never use the same password | <ul style="list-style-type: none"> • Keep any passwords or authentication codes to yourself, never share these • Never note your passwords on material that others can access e.g. post it notes • Always log out of any accounts used on shared devices |
|  <p>STAY ALERT Watch out for phishing attempts.</p> |  <p>ADD AN EXTRA LAYER OF PROTECTION Activate authentication.</p> |
| <ul style="list-style-type: none"> • Be wary of unsolicited or unexpected emails, messages or phone calls - particularly if they are asking for account credentials or personal information • Never approve or authenticate a login request that you did not initiate • Do not click on suspicious links, download attachments or scan QR codes from unknown sources • If in doubt, certify the authenticity of any communication by contacting the organisation directly through official channels | <ul style="list-style-type: none"> • Activate two-step/two-factor verification or multi-factor authentication • Never share these details with others |

