

## Protect all electronic devices.

- Keep software updated with the latest security software.
- Never turn off your firewall or antivirus software.
- Keep the wireless router protected with a password.



## Be smart online.

- Do not click on links or attachments from addresses or people you do not know. Copy and paste links into your browser. Preview attachments before you download them.
- Enable a secure VPN (virtual private network) for private searches and online browsing.

## Think before handing out personal information.

- Before you enter private information, check the web address. It should have a prefix of https:// in the address and a locked lock should appear beside the address.
- Never provide sensitive information in response to an email or instant message.
- Give money online to charities with which you are familiar. Learn about who to contact and avoid giving to unknown senders; to protect from possible scams.

## Create strong passwords and keep them secret.

- Use a combination of capital and lowercase letters, numbers, and symbols to make a phrase or sentence.
- Use different passwords for different accounts for better security.
- Write passwords in a notepad, and keep this in a safe place, or log passwords into a password manager online.
- Take charge of your online reputation.
- Google yourself once in a while to know what people see when they google you.

## Generate an accurate positive online portrait of yourself.

- Use social networks safely.
- Check and change privacy settings on social media and web browsers to protect yourself from unwanted monitoring and manipulation of sensitive information.
- Choose social friends wisely and keep tabs on posts that mention you.
- Don't post anything that could harm your career or personal life.
- Take extra steps to keep children safe online
- Monitor and provide guidance often.
- Set guidelines for online access that fit your child's age and your values.
- Know who your children interact with online.



## References

Kaspersky. (n.d.). *Top 10 internet safety rules & what not to do online*. <https://usa.kaspersky.com/resource-center/preemptive-safety/top-10-internet-safety-rules-and-what-not-to-do-online>

Microsoft. (n.d.). Top tips for online safety at home [Tip Sheet]. <https://query.prod.cms.rt.microsoft.com/cms/api/am/binary/RE1lmTu>