

DEFEND AGAINST CYBER ATTACKS

Cyber incidents are on the rise, whether it is a database breach or a phishing incident. It is important to be aware of cyber security best practices to protect you, students, and the district from cyber-attacks and losses.

Stay up-to-date

- Confirm your computer hardware is up-to-date with the latest security software. Malicious software (ransomware or malware) takes advantage of vulnerabilities. Check with your IT department on all work devices.
- Turn on automatic updates to defend your device(s) from potential intrusions.
- Back up data/documents offline.



When in doubt, delete

- When an email or link looks suspicious, delete it, even if the source looks familiar. Do not get caught by “phishing”!
- If curiosity persists about a link, hover over the link to view the entire URL to confirm it leads to a trusted, legitimate site.

Confirm twice before taking action

- Be wary of communications that urge you to act quickly, or make an offer that sounds too good to be true, or require you to respond with personal information.
- Think twice about posting online – it is forever. Use privacy settings to avoid sharing information too widely.
- Connect only to known and trusted Wi-Fi hotspots. If a hotspot is public, limit the amount of shared personal information.

Protect your \$\$\$

- When banking and shopping, confirm the website is secure. Look for https:// or shttp://.
- Verify, verify, verify when conducting electronic funds transactions or sending items of value, such as gift cards. Confirm the request is a legitimate request. Do not get “spoofed”.

Unique passwords

- Create unique passwords for critical accounts. Avoid using the same password.
- If you write down passwords, store them in a secure place. Consider using a password manager to safely store all your passwords.

Resources

If you or your district has been affected, notify your designated district representative immediately who will notify ASCIP. ASCIP will connect the district representative with a Cyber Breach Coach who will provide additional guidance. Cyber incidents reported to ASCIP are triaged by a team of legal professionals to assure compliance with federal and state cyber breach handling requirements.