

Security Precautions

Because your computer is **NOT** private and all that occurs on your computer is monitored by experts at the Department of Information Systems (DIS) in Little Rock, you should be aware of ways to use your computer to be compliance with security issues.

Your computer is **NOT** private; it is public. Everything done on your computer is monitored by DIS in Little Rock. If you get a virus on your computer, we get an email alert, go to your PC, remove it from the network, and clean it. This is why is it so important to **NOT** open any emails that appear suspicious or to **NOT** download anything from Internet unless you **KNOW** for certain that it is legitimate.

You should

- Log off your computer when you are not using it, and turn it off before leaving school.
- Choose a password that is unique. Example: 45g0pher* Use letters, numbers, and/or symbols. Do not use the same password for everything.
- Do your security maintenance requested by the media specialists. This helps curtail viruses and spyware, “things” that will slow your computer or make your computer do weird things.
- Unplug your computer **from the network** if you suspect your computer to have a virus.

Emails are **NOT** private conversations. These are archived for review if necessary.

Concerning emails, you should

- Use school emails for professional items **ONLY**.
- Use your yahoo, hotmail, etc., emails for personal information.
- Watch your **tone and language** in your emails, thus maintaining professionalism.
- Do **NOT send forwards** of non-profitable information.
- Do **NOT respond to forwards** of non-profitable information. If you get them, email the senders and tell them to **NOT** send to your school email.
- Do **NOT** send a response to emails that can be **confrontational or argumentative**.