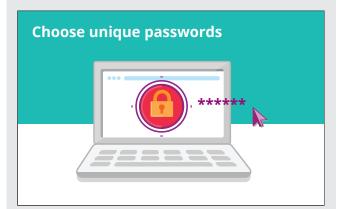# N4L

Simple tips to help protect your school

You play an important part in keeping your school safe. To do your bit, follow these simple steps.

Two things to do now:

1 Use strong and unique passwords for example a whole random sentence or phrase. Never reuse passwords across multiple accounts.

Choose unique passwords

2 If you haven't already, turn on two-factor authentication (2FA) which will send a code to your phone when you log in. Use the multi-factor authentication offered by Microsoft or 2-step verification if you're a Google user (it can also be generated by an app).

Set up two-factor authentication (2FA)

Code 1423

Three things to do regularly:

1 Be careful, don't give out personal or financial info and don't trust an unexpected contact. Is there a sense of urgency? Were you expecting to be contacted? How did you verify the person you are in contact with is who they say they are?

Don't give out personal info

2 Always install software security updates to protect your devices. Set your device to update automatically where possible, so that you don't have to think about it.

Install software security updates

3 Only use a secure connection to access your school's network remotely (be cautious of free wi-fi networks and hotspots).

Only use a secure connection