



# SECURITY CHECKLIST

Employees provide the most powerful first line of defense to protect against cyber hackers and the misuse of sensitive information. While working remotely, it is especially critical that employees not only adhere to the same security standards as they would while operating in the office, but also implement additional precautions and exercise a heightened awareness.

Use the checklist below to make sure you're doing your part to protect sensitive information and safeguard the district's virtual environment.

## Information Security

Physical documents containing sensitive information, of any kind, must be treated in the same manner while working from your home as they would while working in the school building.

- Are you storing sensitive documents in a secured place, like a locked drawer or filing cabinet?
- Do you clear your desk and properly store sensitive documents when you leave your workspace at the end of the day?
- Do you properly destroy (using an at-home shredder or scissors) sensitive documents before you recycle them, or throw them away?

## Cyber Security

While working remotely, you are more susceptible to phishing attacks and other social engineering schemes which is why it's important that you understand all expectations for at-home cyber security.

- Are you aware of the district's acceptable use policies for technology and devices?
- Do you refrain from using personal devices for work purposes, as they present additional cyber security risks?
- Do you always connect to your district's Virtual Protection Network (VPN) when working from a laptop or home computer?
  - Working includes checking and responding to emails, creating lesson plans, conducting virtual meetings, etc.
- Do you know the appropriate steps to take if a security incident, or other compromise, is suspected or identified?
- Do you exercise caution when opening emails from outside parties, particularly those that include links or attachments?
- Do you know where to report suspicious emails?