

STUDENT'S INFORMATION SECURITY IN A NUTSHELL

- 1) You are responsible for all activities carried out under your user ID. Apart from your personal data, also remember to protect other people's information that is in your possession. Never tell your password to anyone else.
- 2) Always remember to lock the computer when you leave it, even for a minute. Sign out after usage.
- 3) Choose a password that is easy for you to remember but impossible for others to figure out. Choose different passwords for the university systems and any external services.
- 4) Don't open e-mail messages if you are uncertain of their origin. E-mail messages may contain malware or direct you to sites that contain malware.
- 5) Beware of phishing, i.e. messages asking you to share your user ID and password or enter them on a website. System administrators never ask for your password.
- 6) Always check the actual target address before clicking a link. Be extra careful with regard to links received in messages. Learn to tell which Internet addresses are genuine and which indicate fraud.
- 7) Before registering as a user of an online service, always check the terms and conditions to make sure that data ownership will not be transferred and no data will be disclosed to third parties. Think carefully before sharing information about yourself or others in various online services (Facebook, photo sharing services, etc.).
- 8) Malware spreads efficiently through social media and online services. Be cautious about pop-up windows, advertisements and invitations - click carefully!
- 9) Protect your own computer with a firewall, anti-virus software, back-up copies and software updates. In addition, protect your smart phone and other mobile devices e.g. with a lock code. Only install applications that you really need on your computer and mobile devices.
- 10) Don't use a USB flash drive as the primary or only data storage. If you intend to save sensitive data on a flash drive, get one that encrypts the data.
- 11) If you print something using a shared printer, pick up your printout immediately.
- 12) If you suspect a security breach or system abuse, contact the person in charge of the service.