Keeping Safe and Secure

Doing **work** on your **personal** smartphone and computer

Password-protect the device so a log-in is required to access it every time.

Don't share passwords with anyone. Colleagues should always use their own.

Choose only **familiar, password-protected** Wi-Fi networks.

Create a separate log-in for others in your household who use the device.

Never leave your laptop in your car. **Always carry** your phone with you.

Update applications and the operating system when new versions are available.

Stick to using **company-approved apps** for work-related tasks.

Rely on the **official app store** to download all your software and content.

When you step away from your computer, launch a **password-protected screensaver.**

When you're finished using your computer, **log out of apps.**

Erase the device before selling it, giving it to a family member or discarding it.

Alert I.T. if you suspect your device is infected with a virus or malware.

NTSC
NATIONAL TECHNOLOGY SECURITY COALITION