Do's

Students

- **Use strong passwords, choose passwords that are difficult or impossible to guess. Give different passwords to all accounts and do not share them with other people.**
- **Make regular backups of critical data to ensure data is always recoverable.**
- **Use virus protection software. That means three things: having it on your computer in the first place, checking daily for new virus signature updates, and then actual scanning all the files on your computer periodically. Every University open access PC is protected by anti-virus and checks for updates on a dialy basis.**
- **Use a firewall as a gatekeeper between your computer and the Internet. Fir ewalls are usually software products and are built in to modern day Operating Systems. These are set as standard on University open access PC's**
- **Regularly download security patches from your software vendors.**

Staff

- **Use strong passwords, choose passwords that are difficult or impossible to guess. Give different passwords to all accounts and do not share them with other people.**
- **Change your passwords regularly**
- **Make regular backups of critical data to ensure data is always recoverable.**
- **Always dispose of unwanted printouts in secure disposal bins provided**
- **Keep buildings and rooms housing computer equipment locked outside normal working hours. Physical security against theft should be aided by a range of restraints and alarms, as well as locked doors**
- **Ensure your PC is protected by an anti-virus product. All University issued PC's will have an up to date anti virus product installed.**


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