

Protecting your Files when Working Offsite

How can others steal my data without my knowledge?

If your computer connects wirelessly to the Internet via a router (or wireless access point), others can gain access to your hard drive via your router if it is broadcasting and unsecured. To prevent this you need to set a WEP or WPA key on your router.

What is a WEP or WPA key?

This is a password that you set on the router (see your manual for details) so that others can not use it to surf the net or browse your hard drive. WEP keys are easier for hackers to crack than WPA keys though not all routers can handle WPA encryption.

Why is it important to create a Windows logon?

To create an extra layer of protection for your data, create a Windows log on (new user account) and set a password for the account. All the files saved in your "My Documents" folder will be safeguarded from users logging on at your machine with their own account or attempting to access your data remotely.

Protecting your Files from Viruses

New viruses are created on a daily basis by hackers. Your anti virus software will not have the code to disinfect the most recent viruses unless you update your anti virus software daily. You should configure your anti virus program for daily automatic updating.

Working in Public Places

Be aware of people around you and consider carefully where you choose to sit. Set a password protected screensaver to activate after a minute of being idle. Ensure the password contains mixed case and alphanumerical characters for complexity.

Using your School Laptop

Make sure you are familiar with the school's acceptable use policy.

Be aware that school laptops should only be used by authorised users.

Don't install any unauthorised software.

Handing your borrowed laptop back to School

Before handing it back, it is your responsibility to delete your personal files.