

Security Awareness means that we understand that there is the possibility for someone to intentionally or accidentally steal, damage, or misuse information that is stored on our computer systems. Please consider the following in an attempt to stop that from happening.

- Store your password in your head and nowhere else! No post-it notes, rolodexes, or special files and especially not on your monitor or under your keyboard!
- All Polk County School Board employees must meet the new minimum password requirement standards as follows:
 - All passwords must have a minimum of eight (8) characters.
 - All passwords must contain (3 of the 4 choices) numbers, upper and lower case letters, and or special symbols.
 - (examples – numbers (0,1,2,3...), letters (A,B,C...a,b,c...), symbols (~!@#\$%^&*()_-=+{[]|:;'"<,>.?/)
 - All network/email passwords will be required to be changed every 120 days.
- For applications that allow you to change your password, change your password regularly.
- Sharing of User ID's or other network access is not allowed.
- If you need additional security, ask your supervisor to make a written request to the appropriate application manager.
- Computer viruses are much easier to prevent than to cure.
- Use CTRL-ALT-DEL followed by a “K” to lock your workstations whenever you leave your desk, even for a few minutes.
- Whenever there is a question that your password is known - CHANGE IT!
- Who has permission to know your password? No one! Never tell anyone your password for any reason!
- Wherever you go on the Internet, you leave “digital fingerprints” that can identify you. Be careful where you surf!