



Cheney School District

Technology Tips!

Most of us in the district have access to sensitive data through our school computer and district network. We need to take steps to make sure we keep this sensitive data safe and out of the hands of someone who may use this data in a wrong way.

Below are some tips to help you keep your data safe:

1. Anytime you leave your computer “lock it” or log off. The easiest way to do this is to press the Windows key and the L key at the same time and you will have locked your PC. To unlock your computer when you return, simply hit Ctrl+Alt+Del and enter your password.
2. Save your documents and information often and before you leave your computer. If a power outage or someone turns your computer off while you’re out you will most likely lose your work.
3. Do not share your password with anyone. We know sometimes it’s very convenient to tell someone your password for various purposes but try to refrain from this practice. If you do or have given out your password please change it as soon as possible by selecting Control+ALT+Delete and selecting Change Password.
4. When printing sensitive data immediately go to the printer and retrieve the print job. A lot of data ends up in the wrong hands when left on the printer; most of the time this doesn’t end up as an issue but don’t let it become your issue.
5. In today’s work environments you may have several usernames and passwords you will need to use to access all of your data. Do not store these usernames and passwords in a location easy accessible by others. The best way is to remember these usernames and passwords but if you can’t, find a safe spot only you know about. Probably not a sticky note on your screen or in your top drawer of your desk (unless it locks).

Respectfully, *CSD IT Department*