Internet Safety Issues (Work Related)

Internet Safety

- Internet safety, or online safety, is the knowledge of maximizing the user's personal safety against security risks to private information and property associated with using the Internet, and the self-protection from computer crime in general.

- We will be focusing on internet safety just for work related issues. We will focus on internet safety for your personal life in the future.

Keep Personal Information Professional and Limited

- Potential employers or customers don't need to know your personal relationship status or your home address. They do need to know about your expertise and professional background, and how to get in touch with you. You wouldn't hand purely personal information out to strangers individually—don't hand it out to millions of people online.
- Only give customers your work/school related information.

Keep Your Privacy Settings On

- Marketers love to know all about you, and so do hackers. Both can learn a lot from your browsing and social media usage. But you can take charge of your information. Major websites like Facebook also have privacy-enhancing settings available. These settings are sometimes (deliberately) hard to find because companies want your personal information for its marketing value. Make sure you have enabled these privacy safeguards, and keep them enabled.

Defend Your Computer

- You are responsible for your work/ school computer so anything that happens to your computer is your responsibility.

- Make sure you log-out all your accounts. If someone make a comment or do something wrong with your account them you are the one to face consequences because it is assumed that you did it.

- Also do not let other people use your computer to. They may go to websites or do things that they should not

Watch For E-mail Scams

- Scam - A fraudulent scheme performed by a dishonest individual, group, or company in an attempt to obtain money or something of value.

- Look out for alarmist messages, misspellings and grammatical errors, deals that sound too good to be true, requests for sensitive info like account numbers, and other signs of a scam. Turn on a filter that warns you of suspicious Web sites.

- Santrust/banking.com

Practice Safe Browsing

- You wouldn't choose to walk through a dangerous neighborhood so don't visit dangerous neighborhoods online. Cybercriminals use intriguing content as bait. They know people are sometimes tempted by dubious content and may let their guard down when searching for it.

- Do not click on pop-ups and avoid going to websites that you are not familiar with.

- Only go to websites that you are permitted to go to.

Make Sure Your Internet Connection is Secure

- Many people may get work laptops or work cell phones that are meant to be used for work related situations.

- When you go online in a public place, for example by using a public Wi-Fi connection, you have no direct control over its security. Using a public connection allows the people around you to see the information you are looking at on your computer. Make sure when using public Wi-Fi you are not looking up information your company does not want the public to know.

Be Careful What You Download

- Downloading - copy (data) from one computer system to another, typically over the Internet.

- Some times when you are downloading something from the internet, dishonest people may really be downloading a virus on your computer.

- Do not download things on your computer that is not work related. **(EX. Songs, Minecraft, Movies, ETC.)**

Make Online Purchases From Secure Sites

- Some people have the responsibility to make purchases and by things for the company. Anytime you by things for the company only buy from secure websites and well-known companies.

- Never keep your account open so other people can make purchases on your account from your computer.

- Also never buy anything for yourself using the company's accounts or company's money. This is illegal and you will get fired and possibly go to jail.

Don't Make Personal Purchases at Work

- Work time should only be used as work time and not personal time.
- Some people like to use their free time at work to shop online or work on non work related activities on their computer.
- The company have the right to view your computer any time they feel necessary, if they see that you are more concerned about other things instead of work then they may suspend, demote, or even fire you.
- Demote - give (someone) a lower rank or less senior position, usually as a punishment.