

# Be Cyber Smart

## Protect your Password!



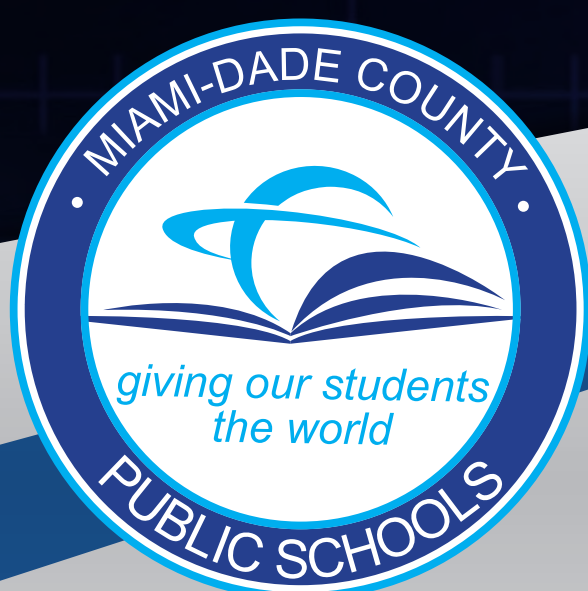
With advancements in technology and more online activity, almost everything we use nowadays has a password. Here are a few tips to help protect your passwords:

Do not share your password with anyone, even someone you trust.

Do not use your [dadeschools.net](https://dadeschools.net) password for non-[dadeschools.net](https://dadeschools.net) accounts (i.e., social media, shopping, external email, etc.); avoid reusing any password across multiple sites.

M-DCPS will never ask you to disclose your user ID and password via e-mail or send you a form e-mail requesting that you click on an embedded link to reset your password.

If you believe somebody else knows your password, change it!



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## Email Safety Tips!



Email generated outside of M-DCPS will be tagged with the following warning:

Emails are often used to mislead users into clicking on a malicious link or to download an infected or compromised attachment. Here are some tips to help keep you safe when using email:

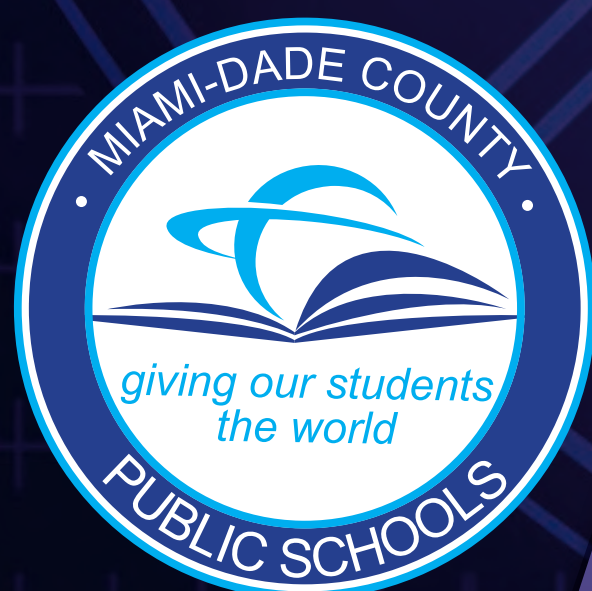
**CAUTION:** This email originated outside of [dadeschools.net](http://dadeschools.net). Do not click on links or attachments unless you are expecting the email or recognize the sender and know the message is safe.

Official M-DCPS email will always originate from [@dadeschools.net](mailto:@dadeschools.net).

Be suspicious of emails offering prizes, too-good-to-be-true offers or requesting the purchase of gift cards on behalf of the sender.

Carefully review a sender's email address when receiving a message; hackers often create generic email addresses to mimic legitimate ones.

Do not click on links or open attachments located within questionable emails.



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## Protect your PC!

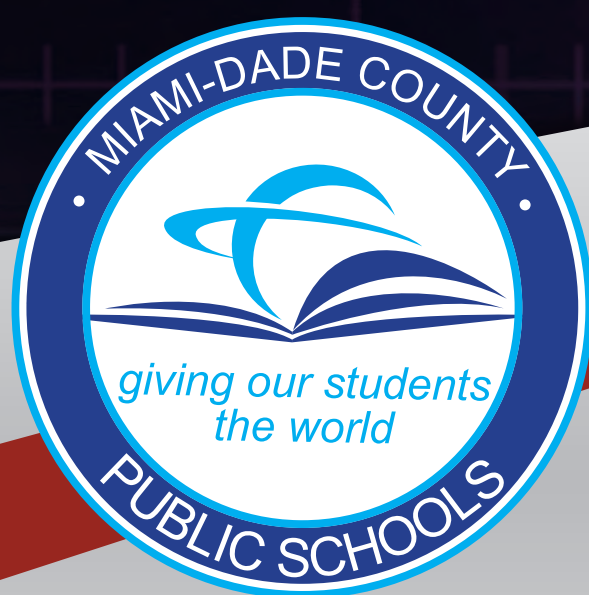


Leaving a computer unlocked is one of the easiest and most common ways of getting compromised. Here are some tips to help you keep your PC secure:

Lock, logoff or shut down your computer when you walk away from it, even if you plan on using it again shortly.

Always be aware of who is using your computer and of any changes they may have made.

Make sure that you make frequent backups of your data. This may be the **ONLY** way to recover from an infected device. ITS does **NOT** back up information stored locally on your computer!



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Protect your Personal Information!

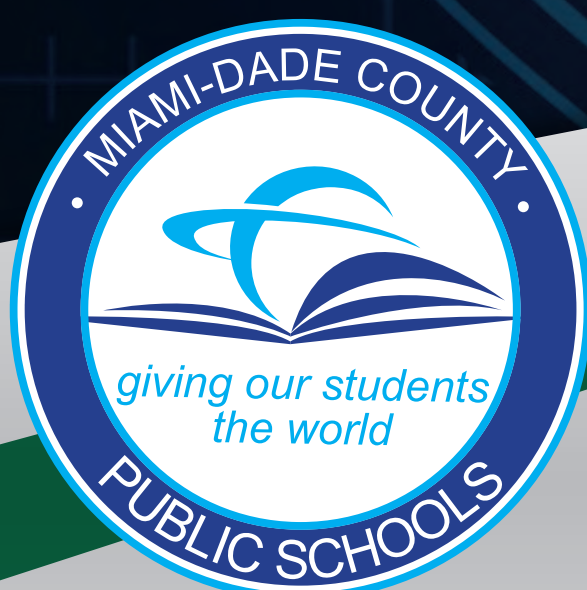


Identity theft is among the fastest growing crimes. Cybercriminals are constantly attempting to find ways to obtain PII (Personally Identifiable Information) that they can use to access bank accounts or to open credit cards. Here are some tips to help protect your PII:

Never provide your SSN or banking (financial) information via email or social media.

M-DCPS currently utilizes paper-based W-2 forms. Any emails offering digital delivery of W-2 or any other tax documents purporting to be from M-DCPS are not legitimate.

M-DCPS will never ask you to provide your login credentials via email or telephone call and will never send emails requiring a user to click on a link to upgrade their mailbox size or Portal.



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