MILTON

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Technology Security and Confidentiality for Families

Updated 9/1/20

Keeping information confidential is an important part of everyday life. Here are some of the most common areas where confidentiality must be taken into consideration. In some cases, keeping information confidential might come with a decrease in convenience.

- Password Sharing
    - Passwords should NOT be shared between users.
        - In a scenario where a password needs to be shared (ex. A teacher needs to share a student's password with parents at home), the login information should be shared via phone if possible. If sharing over email, best practice is to send the login and password in separate emails.

- PII (Personally Identifiable Information)
    - When participating in a video chat, pay attention to your surroundings to make sure that you don't have your password or any personal information exposed for the user on the other end to see.

- Email Communication
    - Make sure that you have carefully selected the intended recipient for the email you are sending. This is especially true in cases of sending emails that contain sensitive information affecting user confidentiality.
        - Again, it is highly encouraged that you do NOT send sensitive information that would affect user confidentiality in an email.

- Physical Device Security
    - Keep track of your district issued device and make sure that it is in a secure location.

- Be aware of your surroundings. Make sure nobody is watching you while you enter your password to login.
- Keep a secure password/passcode on your device at all times.
    - Having a sticky note with any of your passwords taped to your device is generally NOT a good idea. Please try to memorize passwords whenever possible.
- Make sure to ALWAYS lock your device when stepping away from it.
    - This applies even if you are just walking away briefly into another room to grab something.
    - Mac Users:
        - You can easily accomplish this by using the following keyboard shortcut: **CONTROL+COMMAND+Q**