Cybersecurity in the Workplace

Tips to safeguard our district's data and privacy

01. Email

- Never use student first or last names
- Refer to students by initials and ID number
  - Ex: JS #12345
- Use Confidentiality Mode if sensitive information must be sent
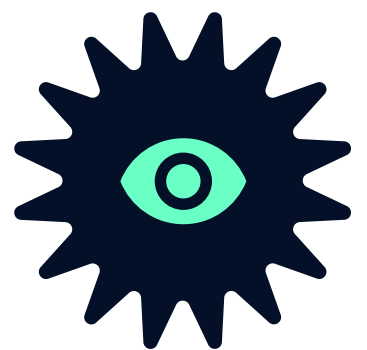- Do not use personal email for work tasks

02. Help Desk

- Log in using your Peekskill email address and network password
- Each ticket should only contain one issue
- Only submit one ticket per issue
- Add as much detail as possible to tickets
- Refer to students by name and ID number
  - Ex: John Smith #12345
- You can submit a ticket on behalf of another staff member by changing the caller name

03. Google Drive

- Always use Peekskill account for work tasks
- If documents contain sensitive information, only share it with specific people who need access
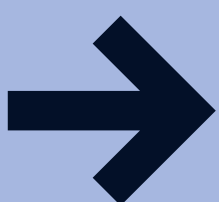- Enable Two-Factor Authentication (2FA) to protect account

04. Approved Digital Resource List

- Only use approved digital resources
- If unsure about a digital resource, visit:
  - bit.ly/PCSD-Approved-Tech

QUESTIONS?

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