

Cyber Security Awareness Day



October is Cyber Security Awareness Month. The Governor encourages all citizens to learn about cyber security and put that knowledge into practice in their homes, schools, workplaces, and businesses.

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Commonwealth of Pennsylvania



Cyber Security Tips
for Commonwealth
Employees



**Aiming to keep the
Commonwealth Safe
On-line**

<http://cybersecurity.state.pa.us>

Cyber Security Tips for Commonwealth Employees



Strong Links

Our Information and Technology assets are only as secure as our weakest link. Commonwealth employees play an important part in keeping our assets safe. Your commitment to incorporating secure practices into your daily routine is essential to protecting our organization and allowing the state to offer secure services to our citizens. Together, we can form an unbreakable chain!

To provide guidance to workforce members and agencies, the Commonwealth publishes security related policies and standards that must be followed. You can find IT related policies in Management Directives and Information Technology Bulletins (ITBs).

Tips

Learn your agency's and the Commonwealth's security and technology policies – and follow them. Policies are set to prevent dangerous behavior that could threaten the government, your computer, the network and you.

Make sure your work computer has security software installed that is up-to-date, and never disable that software. While an IT support pro may be responsible for maintaining and securing your computer, you are the one who pays if anything goes wrong.

Take responsibility for your work computer. Get to know the IT support staff and work with them to make sure everything is shipshape with your PC, before you have a problem. It's a good way to avoid problems that affect your ability to do your job.

Limit the use of your work computer for personal business. Commonwealth systems and resources are to be used for conducting agency business. Remember that the Commonwealth has the right to monitor any activity.

Avoid saving any important files on your PC. Files should be saved to network servers where they will be backed up by your IT staff. Whenever you leave your desk, lock down your PC by pressing Ctrl-Alt-Delete. It's a good way to eliminate temptation for co-workers to check out your PC.

Choose to remember your passwords, rather than let your PC browser do it for you. Your co-workers should not have access to your passwords in any way, because they can then use your access to steal information, violate security policies and download illicit files in your name. No one, not even help desk personnel, should ask you for your password.

Use hard to guess passwords and keep your passwords to yourself. Don't write them down where any visitor to your desk can see them. Walk by cubicles in any large office and you'll see many Post-It notes on computer screens with the employee's password. It's an unsafe practice.

Commonwealth Cybersecurity Web Site – <http://cybersecurity.state.pa.us>

Management Directives – <http://www.oa.state.pa.us>

Information Technology Bulletins - <http://www.oit.state.pa.us>