

Computer Security Basics

Draft!

A Guide for Students, Teachers and Parents

Madison Metropolitan School District requires proper use of computer systems to insure the safety of our students, staff and the electronic data stored on our machines.

This short brochure is designed to remind students of their responsibilities and also help teachers provide clear guidance to everyone in our school community.

Acceptable Use Policy

Madison Metropolitan School District's **Board of Education** has approved policies describing appropriate use of our computing resources. You can see these policies by visiting our District's Web site: <http://www.madison.k12.wi.us/> and then click on **Internet Policies** from the list of topics at the left.

Links are available to both:

- [Acceptable Use Policy for Staff](#)
- [Acceptable Use Policy for Students](#).

All staff and students should be familiar with these Board approved policies.

It is important that all students and staff understand that they are bound by the Board of Education's Internet Policies and school Codes of Conduct and to remember that use of the District's computers for any purpose including access to the Internet or for the use of E-Mail should be for the purpose of fulfilling the District's mission of teaching, learning and public service. All District data, including E-Mail accounts are owned by the District and therefore are not private.

Safe Internet Use

In compliance with CIPA, the Children's Internet Protection Act, all District computers use filtering software when accessing the Internet. This technology is continually improving but is not perfect.

All students are reminded to **NEVER** provide personally identifiable information, such as your name, phone number, address or Social Security Number on a Web site or to someone in E-Mail without specific instructions from a teacher.

Virus Protection

Technical Services staff have deployed layers of protection from virus attack to our computers. Our protection systems are designed to run automatically and not rely on conscious effort from end users. Yet, new viruses can be brought in through email, downloading Internet files, and from diskettes brought in from home. Should you believe your computer is virused, contact our HelpDesk, per the information below.

Copyright

The District will not tolerate any installs of illegal and unlicensed software. All software used on District computers will be licensed by the District.

How to Make a Good Password

- Use at least 7 characters
- Use both numbers and letters, with at least 2 of each
- Make sure you can remember it... but it should NOT be written down where others can see it
- Do NOT use personal information such as your name, phone number or Social Security Number
- Do NOT use easily guessed words such as badgers, greenbay, or madison
- **Never share your password with anyone!**

Technical Services' HelpDesk

Should you have any technical questions, you can submit a work request On-Line from any District computer from our Web site at <http://dww.madison.k12.wi.us/ts/technicalsupport.htm> ... or, you can call the Technical Services Division HelpDesk: **663-5853**.