



ARMY PUBLIC SCHOOL GWALIOR



GUIDELINES ON CYBER SECURITY FOR TEACHERS

ONLINE CLASSES

- Be kind and professional
- Be aware of strong language.
- Do not share passwords with anyone else.
- Start meeting "ON TIME".
- Enable and Disable microphones and video as per requirement of the online session.
- Be careful while sharing of screen.

EMAIL SECURITY

- Strong passwords should be used for email account.
- Do not share your passwords to anyone and periodically change the password.
- All emails should be scanned with an antivirus prior to opening.
- Email attachment from unknown sources should never be accessed.
- Encrypted/ Password protected documents should be used in emails for exchange of important information.

WEB APPLICATIONS SECURITY BEST PRACTICES

- Software firewall must be installed and configured to protect against malwares .
- Only certified/ PCI Compliant gateway should be used for online transactions

DESKTOP SECURITY BEST PRACTICES

1. PCs should always be properly shutdown. It should never be switched off directly from main supply.
2. Antivirus should be installed and updated regularly.
3. Only licensed software should be used so that regular updates of OS and applications are provided.
4. Auto updates of OS/ AV should always be enabled so as to update them regularly.
5. Periodic backup of data should be taken on alternate media.
6. Measures to protect against shoulder surfing should be ensured.