

# ACCESS CYBERSECURITY CHECKLIST

## ORGANIZATION PROTECTION

- Cyber Insurance Coverage – Work with a reputable company to ensure your district/school is covered.
- Train your staff on Security Awareness – **KnowBe4** is a tool offered through ACCESS.
- Alert local tech staff or ACCESS if something doesn't appear right. See something, say something!

## DEVICE PROTECTION – BEST PRACTICES

- Anti-virus, anti-malware and pop-up blockers should be used and current. Set automatic updates.
- Regularly back-up the data on your system(s).
- Use Strong Passwords – ACCESS recommends 12 character complex or pass-phrase passwords consisting of a combination of upper and lowercase letters and numbers. Example: MySch00lis#1
- Be leery of unfamiliar email, attachments or links. Error on the side of caution. **DO NOT OPEN!**
- Make certain that all applications and operating systems remain up-to-date.
- Encrypt devices that contain sensitive data. Contact ACCESS for product recommendations

## FISCAL OFFICE - BEST PRACTICES

- Limit wire transfer amounts permitted (daily, monthly, and annually). Work with your bank to do so.
- Use a secure computer **dedicated to payroll and bank transfers only**. Call ACCESS for assistance.
- Changes to personnel direct deposits should be requested in person, not via email.
- Set up pre-approved methods with your banks before debits are released, i.e., **Check/Debit Block**.
- Remove Payroll staff identifiable information from websites. Create generic contact emails
- Always establish a VPN (Virtual Private Network) connection into the ACCESS network when working remotely before doing any district fiscal work, including banking..
- Utilize services like **Positive Pay** and **ACH Positive Pay** to help guard against check fraud.

## ACCOUNT MANAGEMENT - BEST PRACTICES

- Remove application and email accounts once an individual has retired, graduated or moved on.
- Have students graduating clean up their electronic drives and documents, including email, prior to their last day of school. All accounts will be disabled at the end of June of their graduation year by ACCESS.
- Review participation in distribution lists annually to include new individuals and remove those who have left your school/district.

## GENERAL DAILY - BEST PRACTICES

- Most companies, banks, agencies, etc. **do not** request personal information via email.
- Consider calling people instead of sending emails. Verify who you are communicating with.
- Before leaving your computer, **shut down or log-off** to protect the data, the session and the device.