

## **Safe Online Practices (Checklist)**

The Internet has become one of the most essential utilities for our day to day work. When you connect to the Internet and start communicating with web sites or other users, you face a risk. In order to minimize this risk, you need to follow some best practices. This is a simple guideline (checklist) you must verify before connecting to the Internet.

- Keep your operating system current with patches and updates.
- Install anti-virus software and update regularly.
- Use a Spyware removal tool
- Enable the internet firewall or install a third party personal firewall.
- Verify your security settings in browsers and networking
- Be aware when visiting sites of questionable content, or avoid such sites entirely.
- Do not download from a non secure web site. Whenever possible download from the company web site that has developed the program/application.
- Close pop-up windows by selecting the, "X," button in the upper right-hand corner, rather than any other embedded icons.
- Monitor your child's use of the Internet. Consider using blocking software to keep children from questionable sites (e.g., adult content, gambling).
- Be wary of any unusual icons on your PC.
- Unplug phone connections when a modem is not in use.
- Raise the volume level of your modem so that you are aware of a redial.
- Ensure that Internet dial-up access numbers are on your local telephone plan and delete unknown access numbers.
- Turn off your computer and modem when they are not in use.
- Thoroughly examine your telephone bills and contact your telecom service provider about suspicious charges; they may already have precautions in place to help avoid unauthorized calls.

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