

Safe Computing Practices



Safe Computing Tip #1

- Use Strong Passwords
 - Do not use the same password for all your accounts.
 - Consider using a password database as opposed to sticky notes under your keyboard. (Keepass is a good recommendation).
 - Rotate passwords frequently (like online banking requires).



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Safe Computing Tip #2

- Make sure your computer(s) have valid and working antivirus and malware protection software
 - Many free options are available
 - Microsoft Security Essentials
 - AVG Antivirus
 - Keep current with product versions and definition files.
 - Consider using anti-malware tools in addition to antivirus.
 - Malwarebytes
 - Spybot Search and Destroy

Be Careful! Often times malware comes disguised as “free” antivirus software.

Safe Computing Tip #3

- Maintain backups of all your data.
- Use a layer approach to backups.
 - Backup to an online service and an external hard drive
 - Backup individual programs using the “built-in” backup features
- Periodically test your backup by actually recovering files to be sure it is working if you need it.



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Safe Computing Tip #4

- Be aware that e-mail is typically the largest source of problems.
 - Ignore unsolicited emails, and be wary of attachments, links and forms in emails that come from people you don't know, or from people you do know which seems "phishy."
 - Avoid untrustworthy (often free) downloads from freeware or shareware sites.
 - Itasca Bank & Trust Co. NEVER sends e-mails requesting account information.

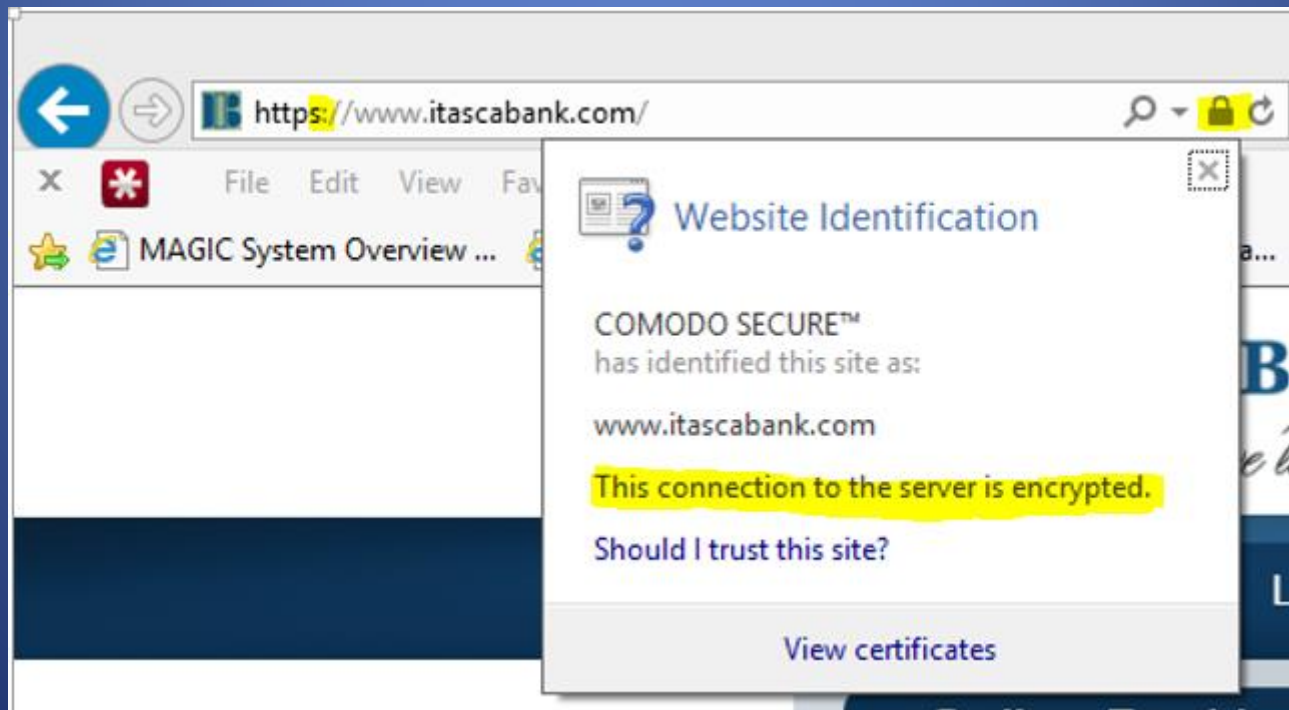


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Safe Computing Tip #5

- Make sure your online transactions are completed over an encrypted connection
 - Understanding the https:// and the lock in your browser address bar.



Safe Computing Tip #6

- Never input your password on a public computer (i.e. computers in hotels, airports or other public places).
- Avoid using public Wi-Fi, particularly if you are accessing online banking or other sensitive information.



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Safe Computing Tip #7

- Make sure your computer is setup with a password and log off when you are not actively using it.



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Safe Computing Tip #8

- Remove sensitive data when retiring or repurposing your computer
 - Free tools are available to “scramble” the data on your hard drive before recycling.



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