

SUNY Brockport's Guide to Safe Computing Practices

This informational guide is designed to give SUNY Brockport students, faculty and staff insight into the best, most effective computing practices that will help alleviate many common computing problems.

This guide will help the user recognize and understand threats to safe computing.

Viruses/Virus Protection

- If you do not already have virus protection software, ITSS at SUNY Brockport offers free McAfee Virus Protection Software (PC and Mac) for all SUNY Brockport students, faculty and staff personal PCs – pick up your copy at Dailey Hall.
- Install virus protection software and be sure new virus definition files are automatically updated.
- Scan all e-mail attachments before you open them. Never open an e-mail attachment you are not expecting.
- Scan hard drives, zip, floppy disks and other media regularly.



File Sharing

- SUNY Brockport complies with US Copyright Law in every form, including, but not limited to, software, music and video.
- Many file sharing programs have spamming capabilities. In addition, many of the files downloaded contain viruses, worms, trojan horses, etc., that not only compromise the security of your computer but also the entire campus network. To prevent problems, turn off or delete file sharing before connecting to the campus network.

SPAM

Spam is defined as Internet abuse in the form of advertisements, hoaxes, chain letters, etc.

- Do not forward or reply to e-mails from spammers. It ties up bandwidth and ultimately slows down the entire network for all users.
- Never unsubscribe from spammers' e-mails. Once they know someone is reading their spam they will sell your e-mail address to other spammers.
- Spam is the most costly form of Internet abuse! Avoid forwarding chain letters as it slows down the network and ultimately costs the consumer time, money and lost productivity.
- Learn how to use e-mail filters to reduce spam.

- Be selective in giving out your e-mail address – do not include in on-line forms unless necessary.
- Consider installing software such as SPAM Assassin, SPYBOT, and ADAware to cut down on SPAM and Spyware.

Service Packs, Patches and Updates

- Be sure your operating system is updated regularly for service packs, security patches and updates.

See: www.windowsupdate.com

PC Maintenance

- Perform a scan disk and disk defragmentation at least monthly. This will help your computer process data more efficiently and speed up your system.
- Delete cookies and temporary Internet files regularly to free up hard drive space.

PC Security/Identity Theft

- Do not share passwords, and learn how to change your password.
- Always close all browsers completely when you are finished, particularly when you are using Banner. Log off of a computer when you are done.

- Never choose the “Save your Password” option when signing into programs or Internet sites.
- Choose strong passwords that contain letters and numbers and/or special characters that are difficult to hack (i.e., I use my computer too much! = Iumc2m!)
- Backup your computer periodically. There are many PC backup software programs available that copy all of your files and settings and compress them into a single file. This is critical because computers crash and viruses occur quite frequently.
- Save your files to your hard drive and to a disk, to ensure that if one goes bad, there is always a backup. You can also save them on the Internet via an e-mail server or other internal storage option.

Firewalls

- A firewall is a safeguard utilized by many Local Area Networks (LANs) or Wide Area Networks (WANs) to protect the network from unauthorized access from the outside. They are gates that verify users before they enter or leave the network by way of a User ID, Password or IP address.
- Firewalls are an extra added security measure and help ensure the safety of your invaluable PC files.
- Some virus protection software includes the option to install a “personal firewall.” While the campus employs an institutional firewall, installing a personal firewall can be worthwhile for home/personal PC use.

Helpful Resources

Anti-Virus Links:

<http://www.nai.com>
<http://trendmicro.com>
<http://www.symantec.com>

Service Packs, Patches and Updates:

Windows Operating Systems-
<http://www.windowsupdate.com>

Apple Computers-

<http://www.info.apple.com/support/downloads.html>



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Information Technology Services

Safe Computing



SUNY Brockport's
Informational Guide to
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*Designed with the goals of
 risk reduction and computer
 protection in mind*

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