LAGUNA DEPARTMENT OF EDUCATION

INFORMATION TECHNOLOGY DEPARTMENT

a) Cybersecurity
b) Social Media Do's & Don'ts
c) Passwords
d) Internet Access Agreement Form

CYBERSECURITY
Cybersecurity is everyone's responsibility.

Tip #1 - You are a target to hackers

Don't ever say, *"It won't happen to me."* We are all at risk and the stakes are high – both for your personal and financial well-being and for the school district's standing and reputation.
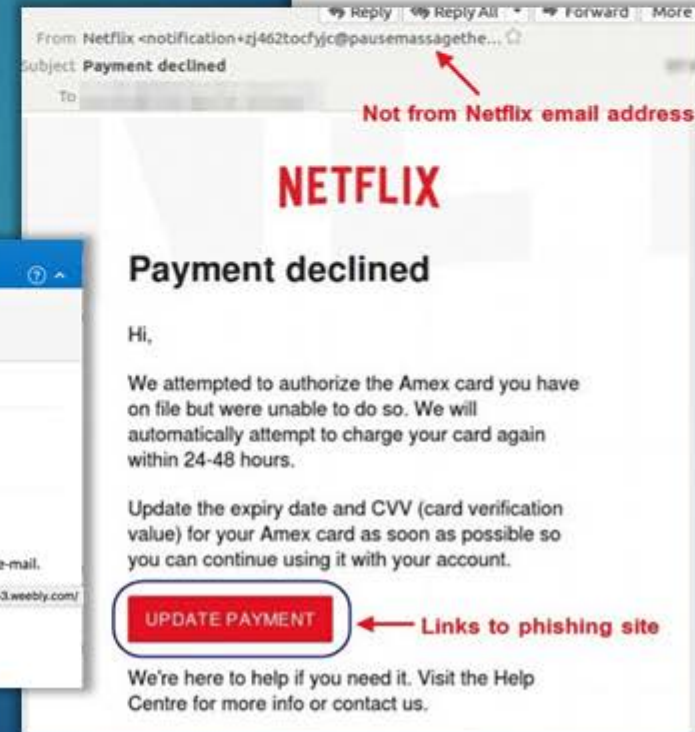
Tip #2 - Keep software up-to-date

Installing software updates for your operating system and programs is critical. Always install the latest security updates for your devices.
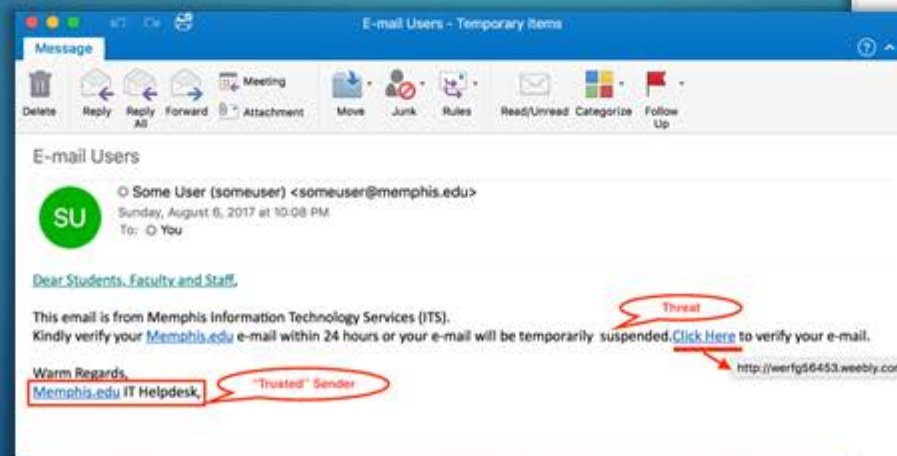
CYBERSECURITY
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Tip #3 – Avoid Phishing scams – beware of suspicious emails and phone calls

Phishing scams are a constant threat – using various social engineering ploys, cyber-criminals will attempt to trick you into divulging personal information such as your login ID and password, banking or credit card information.

EXAMPLES

From: Bank of America <crvdgi@comcast.net>
Subject: Notification Irregular Activity
Date: September 23, 2014 3:44:42 PM PDT
To: Undisclosed recipients: :
Reply-To: crvdgi@comcast.net

Bank of America

Online Banking Alert
Would be capitalized

Dear member:

We detected unusual activity on your Bank of America debit card on **09/22/2014**. For your protection, please verify this activity so you can continue making debit card transactions without interruption.

Please sign in to your account at https://www.bankofamerica.com
to review and verify your account activity. After verifying your debit card
transactions we will take the necessary steps to protect your account from fraud.
If you do not contact us, certain limitations may be placed on your debit card.

http://bit.do/ghsdfhgsd

Grammatical Error

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From Netflix <notification+zj462tocfyjc@pausemassagethe...
Subject Payment declined
To

Not from Netflix email address

NETFLIX

Payment declined

Hi,

We attempted to authorize the Amex card you have on file but were unable to do so. We will automatically attempt to charge your card again within 24-48 hours.

Update the expiry date and CVV (card verification value) for your Amex card as soon as possible so you can continue using it with your account.

UPDATE PAYMENT ← Links to phishing site

We're here to help if you need it. Visit the Help Centre for more info or contact us.

E-mail Users - Temporary items
Message

Delete | Reply | Reply All | Forward | Attachment | Move | Junk | Rules | Read/Unread | Categorize | Follow Up

E-mail Users

SU ○ Some User (someuser) <someuser@memphis.edu>
Sunday, August 6, 2017 at 10:08 PM
To: ○ You

Dear Students, Faculty and Staff,

This email is from Memphis Information Technology Services (ITS).
Kindly verify your Memphis.edu e-mail within 24 hours or your e-mail will be temporarily suspended. Click Here to verify your e-mail.

Threat

Warm Regards,
Memphis.edu IT Helpdesk,   "Trusted" Sender

http://werfg56453.weebly.com/

CYBERSECURITY

Cybersecurity is everyone's responsibility.

Tip #4 – Be careful what you click

Avoid visiting unknown websites or downloading software from untrusted sources. These sites often host malware that will automatically install (often silently) and compromise your computer.

If attachments or links in the email are unexpected or suspicious for any reason, *don't click on it.*

Do not install browser extensions such as "Search Bars" or "PDF converters" - These are usually adware/malware that will slow down your device.

CYBERSECURITY
Cybersecurity is everyone's responsibility.

Tip #5 – Never leave devices unattended

The physical security of your devices is just as important as their technical security.

- If you need to leave your laptop, phone, or tablet for any length of time - lock it up so no one else can use it.

- If you keep protected data on a flash drive or external hard drive, make sure their encrypted and locked up as well.

- For desktop computers, lock your screen or shut-down the system when not in use.

CYBERSECURITY
Cybersecurity is everyone's responsibility.

Tip #6 – Use mobile devices safely

Considering how much we rely on our mobile devices and how susceptible they are to attack, you'll want to make sure you are protected:

- Lock your device with a PIN or password - and never leave it unprotected in public.

- Only install apps from trusted sources (Apple AppStore, Google Play).

- Keep the device's operating system up-to-date.

- Don't click on links or attachments from unsolicited emails or texts.

SOCIAL MEDIA

Best Practices: Do's and Don'ts

DO's

If you're in a public forum, keep it light and positive.
If you can't, keep quiet.

Connect with colleagues with whom you feel safe.
Don't connect with colleagues you're unsure about.
Being friends with everyone isn't part of the job description.

Take care when posting pictures of others.
If you tag a colleague, just think how you'd feel if they did the same to you.

Disconnect from negativity.
Unfriend or block those who continually blast you with negativity and trolling.

SOCIAL MEDIA
Best Practices: Do's and Don'ts

DON'Ts

Don't post during work hours. It just doesn't look good.

Don't comment on status updates of your students. Even if it is positive, because you'll either be criticizing or showing favoritism. You can't win.

Never drink and tweet or post. Comments made after a bottle has been opened never looked so wise or amusing in the morning.

Don't overpost. Don't offer the world continuous updates on your activites.

HOW TO LOG INTO A COMPUTER

Other user

ENTER YOUR NETWORK USERNAME firstinitial.lastname →

User name

ENTER YOUR NETWORK PASSWORD →

Password →

← **Hit ENTER (or click the forward arrow)**

Sign in to: LDOE

How do I sign in to another domain?

Sign-in options

HOW TO CHANGE YOUR PASSWORD

IF YOU FORGOT YOUR CURRENT PASSWORD...

1. Contact the IT Department
2. Ask to have your password reset

- David McGee - ext. 3502 - d.mcgee@lagunaed.net
- Lorenzo Pino - ext. 3501 - l.pino@lagunaed.net
- Dax Thomas - ext. 3503 - d.thomas@lagunaed.net

HOW TO CHANGE YOUR PASSWORD

IF YOU KNOW YOUR CURRENT PASSWORD...

1. PRESS: Ctrl + Alt + Delete

Lock

Switch user

Sign out

Change a password

Task Manager

Cancel

2. Click "Change Password"

Old password
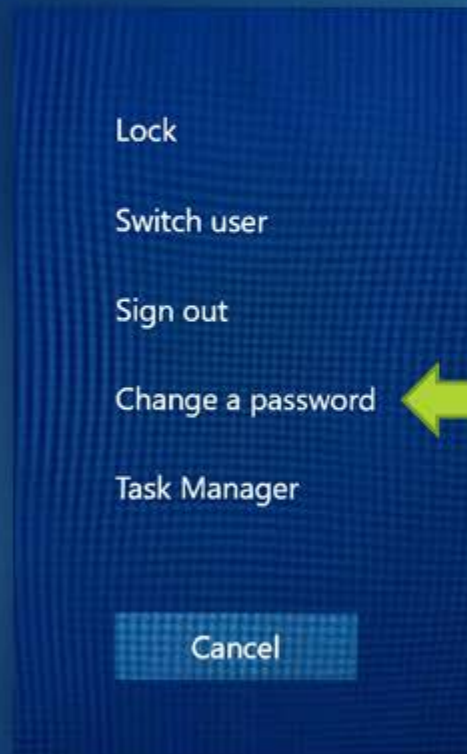
New password

Confirm password →

3. ENTER YOUR CURRENT PASSWORD

4. ENTER YOUR NEW PASSWORD TWICE

5. Hit ENTER or click the forward arrow

LDOE WEBSITE RESOURCES

www.lagunaed.net

Hover over the "Links" button

You will find links to:
- **EMAIL**
- **SKYWARD**
- **NASIS**
- **SAFESCHOOLS TRAINING**
- **How to Schedule a Zoom Mtg.**
- **How to Use Google Classroom**

LDOE WEBSITE RESOURCES
www.lagunaed.net

LDOE Website Buttons

The buttons are links to various useful websites and documents like:
Email, NASIS, Skyward, Board Meeting Info, Work Orders, and the LDOE Calendar.

LDOE WEBSITE RESOURCES

www.lagunaed.net

Log into the Staff Area of the LDOE website

PUEBLO OF LAGUNA DEPARTMENT OF EDUCATION

Staff ○ Parents ○ Students

1. Click "Staff"

LOGIN

Username
2. Enter your network username

Password
3. Enter your network password

LOGIN

4. Click "LOGIN"

PUEBLO OF LAGUNA DEPARTMENT OF EDUCATION

Staff ○ Parents ○ Students

Home   School Board   Departments   Pueblo of Laguna   Calendar   Contact Us   Links   About Us   Employment   Admin

STAFF DOCUMENTS / WORK ORDERS

Staff Documents / Work Orders | Pueblo of Laguna Department of Education / Staff Documents / Work Orders

What To Do In Case Of Emergency - Plans
What To Do In Case Of Emergency - Plans (View/Download PDF)

Safe Site Response Plan (View/Download PDF)

FORMS

INVENTORY
CLASSROOM INVENTORY FORM
LAB/CART INVENTORY FORM
ELECTRONICS INVENTORY FORM

5. The Staff Documents page will open.
You will find useful forms, guides, emergency plans, official documents and more...

HOW TO CHECK YOUR EMAIL
www.lagunaed.net

Find the Email links on the LDOE Website

EMAIL

Click the "Email" button

OR

Links

Email

Skyward

Work Orders

Hover over the "Links" menu then click "Email"

Outlook

Microsoft

Sign in
to continue to Outlook

Enter your full email address

firstinitial.lastname@lagunaed.net

Can't access your account?

Sign in with a security key ⊘

Click "Next"   Next

Your Outlook mailbox will open.

HOW TO LOG INTO SKYWARD
www.lagunaed.net

Find the Skyward links on the LDOE Website

Click the "Skyward" button

OR

Links
Email
Skyward
Work Orders

Hover over the "Links" menu then click "Skyward"

SKYWARD®

Laguna Department of Education
LIVE DATA

Login ID:

Password:

Sign In

Forgot your Login/Password?

05.20.06.00.05

Enter your Skyward Login ID

Enter your Skyward Password

Click "Sign In"

ISSUES? Contact David McGee for your Skyward credentials and password
d.mcgee@lagunaed.net – ext. 3502

HOW TO LOG INTO SAFESCHOOLS
www.lagunaed.net

Find the SafeSchools Training links on the LDOE Website

Links

Email

Skyward

Work Orders

NASIS

NASIS Parent Portal

SafeSchools Training

Hover over the "Links" menu

...then click "SafeSchools Training"

Username

Please enter a username...

Enter your Employee Number

LOG IN

Forgot Login?

Click "LOG IN"

On the next page, click "LOG ME IN!"

LOG ME IN!

Your SafeSchools Training Module Page will open.

ISSUES?
Contact David McGee or Rachel Chino for your Employee Number
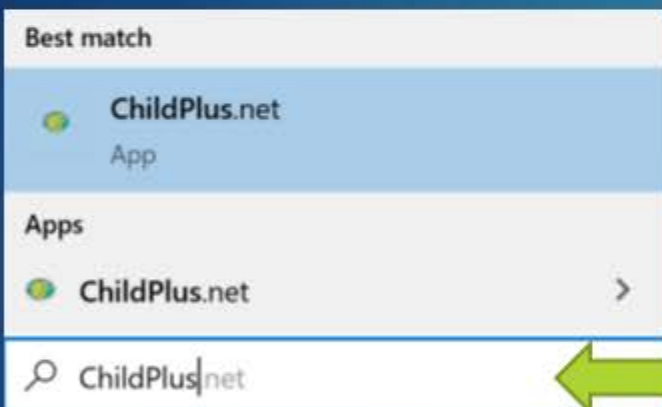d.mcgee@lagunaed.net – ext. 3502
r.chino@lagunaed.net – ext. 1002

HOW TO LOG INTO CHILDPLUS (DEC)

Find the ChildPlus icon on your computer

Double-Click the ChildPlus application icon

ChildPlus.net

Or SEARCH for the ChildPlus application In the search bar (lower left corner of desktop)

Best match

ChildPlus.net
App

Apps

ChildPlus.net

ChildPlus.net

ChildPlus
Professional Head Start Management Software

Enter your Username and Password

Username
Password

Sign In

I forgot my password

Click "Sign In"

ChildPlus will open.

ISSUES?
Contact the IT Department to reset your ChildPlus password:
d.mcgee@lagunaed.net – ext. 3502
l.pino@lagunaed.net – ext. 3501
d.Thomas@lagunaed.net – ext. 3503