



RAJIV GANDHI NATIONAL UNIVERSITY OF LAW, PUNJAB
SIDHUWAL BHADSON ROAD, PATIALA - 147 006
(Accredited by NAAC with 'A' Grade)

DO'S AND DON'TS FOR CYBER SECURITY

Cyber security is the shared responsibility of every student and staff of the University. The following Dos and Don'ts help remind us all of actions we must take to remain vigilant.

Do's

1. Create strong passwords that are at least eight characters long and including at least a numerical value and a symbol, such as #, to stop password-cracking software. Avoid common words while creating password, and never disclose a password with anyone.
2. Do use different passwords for different accounts. If one password gets hacked, your other accounts are not compromised.
3. Do not use same password more than three months.
4. Backup your important data regularly.
5. Create a password for your files in order to protect file sharing activities.
6. Physically secure your laptop and avoid sharing your laptop with everyone as it contain your personal information.
7. Delete any message that refers to groups or organizations that you are not a part of.
8. Download and install software only from online sources you trust.
9. Never click on a link from an untrusted source.
10. Close windows containing pop-up ads or unexpected warnings by clicking on the "X" button in the upper most right hand corner of that window, not by clicking within the window.
11. Use original antivirus software, and update it on a regular basis to recognize the latest threats.
12. Regularly update your operating system, Web browser, and other major software, using the manufacturers' update features, preferably using the auto update functionality.
13. Set Windows or Mac updates to auto-download.



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14. Save attachments to disk before opening them. Anti-virus "Auto-Protect" will automatically scan your attachments if you save them to disk.

Don'ts

1. Students are strictly advised not to indulge in any act of cybercrime which is prohibited by any rules and regulation and applicable laws.
2. Never write down your password. Especially on a Post-It note stuck to your computer.
3. Never give out your password to anyone, whether you know them or not.
4. Never select the "Remember My Password" option. Many applications do not store them securely.
5. Never purchase anything promoted in a spam message. Even if the offer isn't a scam, you are only helping to finance and encourage spam.
6. Please refrain from opening a suspicious e-mail attachment, even from someone you know well, unless you were expecting it.
7. Avoid creating common passwords such as your name, date of birth, pet name etc.
8. Do not leave your laptop unattended, even for a few minutes and also use password on screen saver.
9. Never reply to e-mail(s) requesting financial or personal information.
10. Avoid opening e-mail(s) or e-mail attachments from an unknown sender.
11. Please refrain from clicking on the close button within pop-up ads.
12. Under no circumstances should you install or use pirated copies of software.
13. Do not install P2P file sharing programs which can illegally download copyrighted material.
14. Never set your e-mail program to "auto-open" attachments.
15. DON'T leave wireless or Bluetooth turned on when not in use. Only do so when planning to use and only in a safe environment.