



Online Safety: The Basics

In a digital world, online safety is essential.

Computer Security

On-Campus: University computers are protected by a firewall, plus antimalware software.

Off Campus: We recommend that you install security software. This can stop potentially harmful programs and scans your computer periodically.

Reduce threats to your computer:

- never share your password
- avoid downloading software from any unfamiliar source
- always lock an unattended computer
- don't click on links or open attachments from junk mail.

If an email is from someone you don't know or not from a @bolton.ac.uk email address ignore and delete it.

Your university account may be disabled if another user is found using your log in details. They could use your account to send rogue emails or accidentally delete files you need.

Protecting Your Data and Your Identity

Portable or removable storage devices can be very convenient, but beware:

- they are insecure
- they can be lost
- they can be damaged.

Be careful about what you put on these devices and how you keep them safe. Make sure the content is backed up elsewhere.

Ideas for keeping your work safe:

- save your work to the M:Drive regularly
- email your key files to yourself
- safely remove memory sticks
- consider signing up for some remote storage e.g. Dropbox, Google Docs.

Security of Personal Data and Identity Fraud

Your Uni emails and files related to your course are personal data that you need to protect.

Top tips for your password:

- make it complex
- don't write it down
- don't share it
- always log out of whatever you are using.

For more info check out our IT Support pages:

<http://www.bolton.ac.uk/ITSupportServices/Computer-Security.aspx>

Access LEAP Online at: www.bolton.ac.uk/leaponline