



# Emails and Passwords

## All Students and Staff

**Purpose:** To be as safe as possible online.

### **School Username and password:**

1. Only use this on the Google Drive and for 'school work'. Do not use it across any other platforms, apps or software.
2. **Do not** display this email anywhere online on other websites.
3. **Do not** share your password with anyone.
4. Change your password on a regular basis.
5. Use different passwords for different websites.
6. If you choose to use other apps on your devices, use your personal email, do not use your school email account.

# Good passwords

## Passwords

- Create a strong password (avoid common words associated with you).
- Do not use the same password across all devices.
- If you would like to check the strength of password, check against the list provided.

### COMPONENTS OF A GOOD PASSWORD-

✓ Both upper- & lower-case letters

✓ Numbers

✓ Symbols

✓ at least 12 characters

✓ in-decipherable word or phrase

# Avoid password mistakes

## AVOID-

✗ pet, family, or friend names

✗ words in dictionary

✗ personal information

✗ public information

✗ acronyms

## Passwords

- Check out this list and avoid using popular passwords OR passwords that could be guessed.
- Sign out of accounts when not in use.
- Do not use shared devices and save passwords.
- Take responsibility online and make sure you are as safe as possible.