



# SIPS

## Safe Internet Practices in School

January 2007 - Passwords

### Passwords, Passwords, Passwords:

Everywhere you look now you have to create a password. Creating a safe password is very important so that someone cannot use your password to get personal information on your computer or access information that allows them to steal your identity.

There are a few things you can remember when creating a password that will help you protect yourself.

**REMEMBER:** Never share your passwords with anyone!

#### Choosing a safe password:

- Use at least 8 characters
- Use at least one capital letter, one lower case letter, and one number with no spaces
- Chose something you can type quickly so that no one can look over your shoulder and copy your password.
- If you are having trouble creating a password, choose a saying that you know well and use the first letter of each word.

#### Avoiding an unsafe password:

##### DO NOT:

- use personal information or anyone's name
- use words that can be spelled using letters that are close together on the keyboard
- use your login with something added to the end of it
- use something that is easy to spot while typing like 1234
- commonly used words spelled backwards

#### COFFEE TALK

Can you talk the talk? Here are a few examples of current chat lingo:

**Password:** a form of secret authentication used to control access to a source

**Character:** any sign, grapheme or symbol

**Login:** method used that allows a user to access to a computer system

#### FOR MORE INFORMATION:

RCPS Internet Safety Resource Page

<http://www.rcs.k12.va.us/isafety>

NetSmartz

<http://www.netsmartz.org>

