

Name: _____ Date: _____

CLASS HANDOUT – INGLÊS 4 - TSI

1. What security procedures are you familiar with? Write 3 and explain their functions.

1. _____
2. _____
3. _____

2. Read this text on security and match the headings in the box with the paragraphs 1-5.

Data transfer and backup Email and network usage
Password recommendations Reporting IT security incidents
Safety security requirements

Systems and network security

All employees must follow security and safety procedures approved by the management.

- 1 _____
Only install and use software that the management has approved. Install the latest antivirus and antispymware tools.
Keep current with security software updates and patches.
Follow office health and safety standards.
- 2 _____
Choose a password that is difficult to guess: use between 6 and 8 characters, have letters in upper and lower case and intermix letters, numbers, and punctuation marks. Keep your password private. Change your password every 9 weeks.
- 3 _____
Configure your email software to use secure protocols. Use company official e-mail software only. Always double check that you are sending your message to the right recipient. Do not send sensitive data over the network. Use mail encryption to send sensitive data. Do not download unknown files or files for private use, such as movies and music.
- 4 _____
Transfer files via a secure connection. Back up files regularly on the server in your homefolder. Do not use external drives.
- 5 _____
Employees must notify their supervisor or IT help desk about any damage, misuse, irregularities or security breaches.

3. Match the verbs 1-6 to the nouns a-f.

- | | |
|------------|-----------------|
| 1 transfer | a) protocols |
| 2 install | b) software |
| 3 follow | c) procedures |
| 4 use | d) files |
| 5 notify | e) an incident |
| 6 report | f) a supervisor |