

Here are some suggestions for some basic security rules that can be incorporated into your security policy:

- » Never write down your password or give it to someone else.
- » Accounts shouldn't be shared. Never use someone else's account to access a resource that you can't access under your own account. If you need access to some network resource that isn't available to you, formally request access under your own account.
- » Likewise, never give your account information to a co-worker so that he or she can access a needed resource. Your co-worker should instead formally request access under his or her own account.
- » Don't install any software or hardware on your computer without first obtaining permission. This especially includes wireless access devices or modems.
- » Don't enable file and printer sharing on workstations without first getting permission.
- » Never attempt to disable or bypass the network's security features.