

# Ch 13: IT security and safety

## Section 3. Security procedures



# Learning objectives

- Explain kind of rules and recommendations that employees are likely to be asked to follow in a large organization to meet security requirements.
- Using suitable vocabulary to express prohibition.
- Able to report security incident, and give recommendations on how to deal with the incident.



# Act. 1.2: List of security procedures

- Match the heading in the box with the paragraphs

## 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 antispyware 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.

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





# Act. 2.1: Vocabulary

- Among those procedures, which one that you think is the most important?

## Expressing prohibition

a rule or requirement (We use these when it is necessary not to do this or to tell someone not to do something.)	You <b>mustn't</b> give your password to anyone.
	You <b>aren't allowed/permitted</b> to share your password with anyone.
a strong recommendation (We use this to give advice.)	You <b>shouldn't</b> use your date of birth in your password. (It is not a good idea to do this)

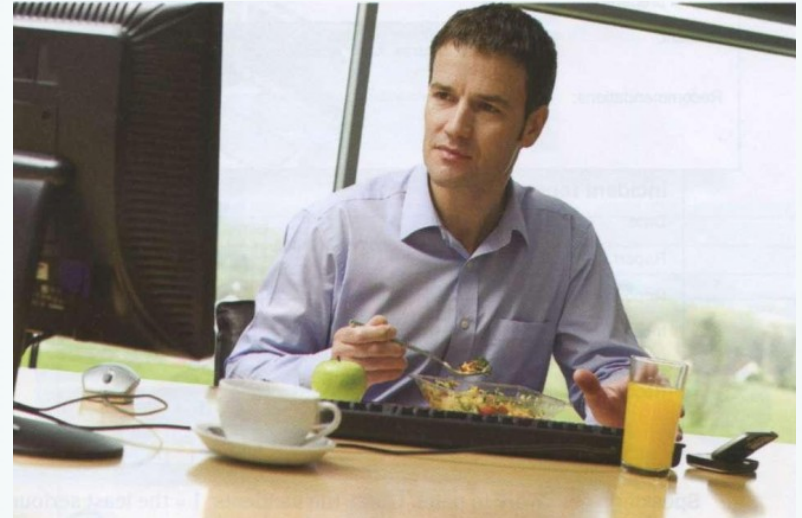
- Give some examples to **express prohibition**.



# Act. 2.1: Express prohibition

**Read these sentences loudly!**

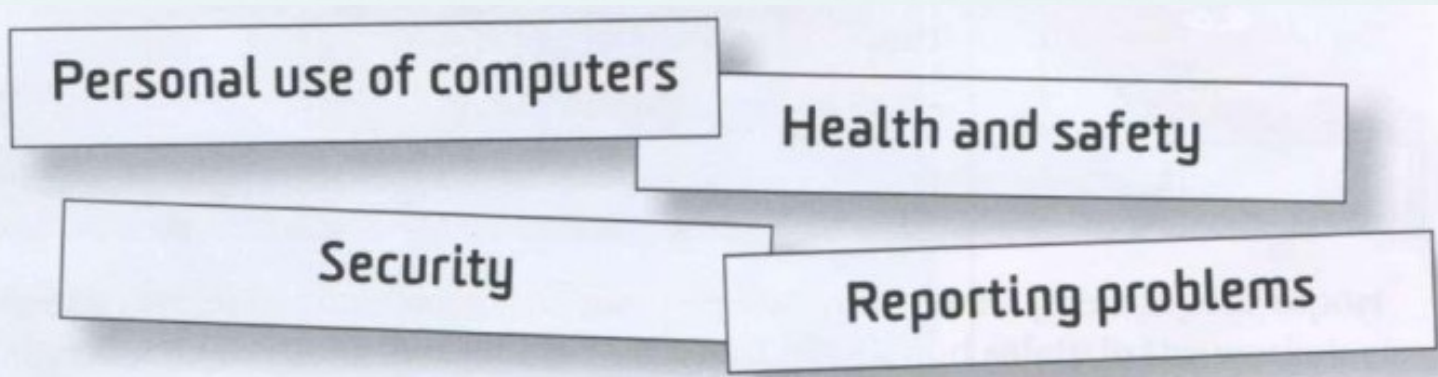
- You mustn't put your cup of coffee on the computer.
- You mustn't work without breaks.
- You aren't allowed to smoke in the office.
- We aren't allowed to send private emails.
- You shouldn't eat lunch at your desk.



- **Now, check it by listening to Recording 8.49**



# Act. 3: Computer regulations



- Give some examples of computer regulations that are related to the headings above.

1. ....
2. ....



# Act. 5: Reporting incidents

- Give a comment to the following security incidents.  
How do you grade them based on its fatality?

*1 = the least serious*

*5 = the most serious*

**A**

Incident report	
Date:	02.05
Report for:	Miley O'Hara
Report prepared by:	Ann Greshon
Incident:	teacher has accessed the database to change student's grade
Recommendations:	

**B**

Incident report	
Date:	
Report for:	
Report prepared by:	
Incident:	employee has changed the printer settings
Recommendations:	

**C**

Incident report	
Date:	
Report for:	
Report prepared by:	
Incident:	employee's children have installed games on company's laptop
Recommendations:	

**D**

Incident report	
Date:	
Report for:	
Report prepared by:	
Incident:	employee has downloaded a movie
Recommendations:	

**E**

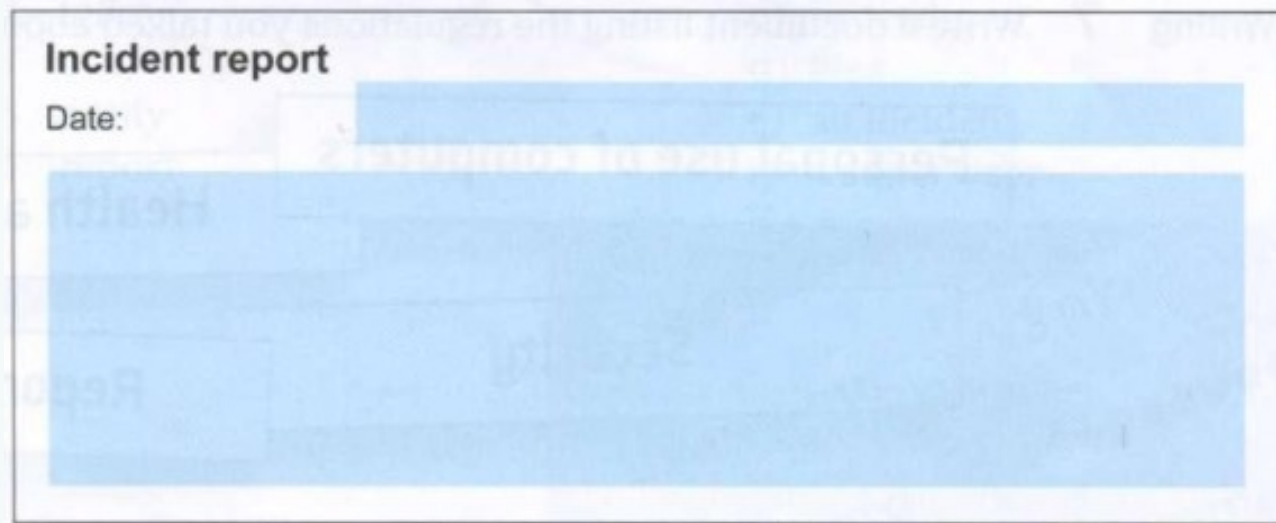
Incident report	
Date:	
Report for:	
Report prepared by:	
Incident:	employee has installed P2P software
Recommendations:	





# Act. 5: Reporting incidents

- Write a short report to the IT supervisor on the most serious incident.
- In your report, give recommendations on how to deal with the incident.



The image shows a template for an incident report form. It has a white background with a thin black border. At the top left, the text "Incident report" is written in a bold, black, sans-serif font. Below this, the word "Date:" is followed by a small square box for the day and a larger rectangular box for the month and year. The main body of the form is a large, empty rectangular area with a light blue background, intended for writing the report.

