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| --- | --- | --- | --- | --- |
| Topic | Bad | Fair | Good | Excellent |
| Passwords | My password is 1234. It’s written on a paper and taped to my computer’s screen. | My password is my cat’s name. His name is Herold. | My password is my ferret’s baptismal name followed by a series of numbers. | My password is a random series of letters, numbers, and special characters that were generated by a secure password manager. |
| Back-Ups for Non-Sensitive Data | What’s a back-up? | I have key files saved to a USB drive in a drawer at my desk. It’s next to my gum. | My whole computer is backed-up to an external hard-drive. | My whole computer is backed-up to an external hard-drive and is backed-up via an off-site cloud service. |
| Basic Computer Security | I believe password protecting my computer is a sign I distrust my colleagues. | I password protect my computer because access to my office is as free as a bird soaring in the wind. | I password protect my computer and my office is like Fort Knox. I lock my door when I leave. The university wouldn’t pay for the security robot I wanted though. | I password protect my laptop and make sure it is encrypted. I also lock my office door when I leave. |
| Operating System Updates | Operating system update...I haven’t done that since 1975. CP/M all the way, baby! | Occasionally I restart my computer. It says updates are being installed. I assume this is good. | I update my computer monthly. Usually under the light of the full moon. | I have my computer set to automatically install updates to the operating system. |
| Phishing Emails | When I receive an email telling me that the head of my department needs me to buy 250 euros in iTunes gift cards, I immediately head to MediaMarkt. | If I get a sketchy email asking me to update account information, I delete it and move-on with my day. | If I receive an email asking me to correct an error in my account, I log into and check the account without using any links provided in the email. Then I delete the email. | I forward sketchy emails to ZID security as an attached EML file, so they can assess the email and the risk level.  I check on the account in question without using any links in the email. |
| Two Factor Authentication | Two factor authentication is just “The Man’s” way of trying to control me. | I enroll in two factor authentication when it is required, usually the day before the deadline. | I enroll in two factor authentication as soon as I can if I have been told it will eventually become mandatory. | I enroll in two factor authentication whenever possible. |
| Copying and Transferring Sensitive Data | If my colleague needs a copy of some sensitive data, I put it on DropBox and share the link. Sometimes I copy the data onto a USB drive a pop it in the mail. | All of my sensitive files are on hard drives stored in a locked cabinet in my office. | I checked my data storage and management plan for sensitive data with my data steward. They said things “look okay” to them. | I spoke with the data protection officer at my university before beginning my project to ensure my protocols for transferring and storing data are compliant. |
| Using Public Internet Connections | Oooh! This bus station has free internet. The network it titled “TotallyNotAScam123”. I can’t wait to check the Facebooks. | I only log-onto public wifi networks that I recognize and that I can link to a reputable source. | I only log-onto public wifi networks that I recognize and that I can link to a reputable source. I avoid doing anything that involves sensitive or personal data. | I avoid using public wfi networks am more likely to use a personal hotspot.  If I do use a public network, I also use a trusted VPN. |

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