**It security and safety rules at workplace**

With every workplace, there will always be rules about information technology safety and security. Here are a few things we should keep in mind. For computers, you must turn off your computer after work. Also, do not visit unauthorized websites during work hours. When using email, you should use email filters and not use personal email for work. For security, you should regularly change your password, when setting a password, use both letters and numbers. Besides, do not tell your password to others and do not save your password at the computer. A few important things to remember is to turn on your anti-virus software, firewall and regularly upgrade it.