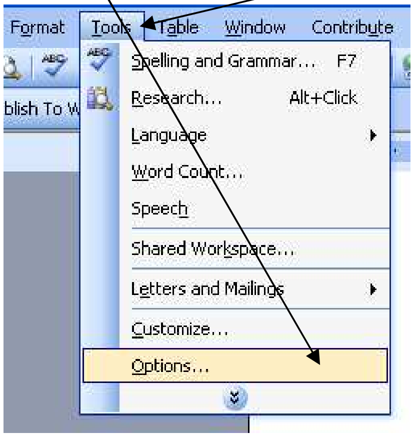
Digital security within the workplace

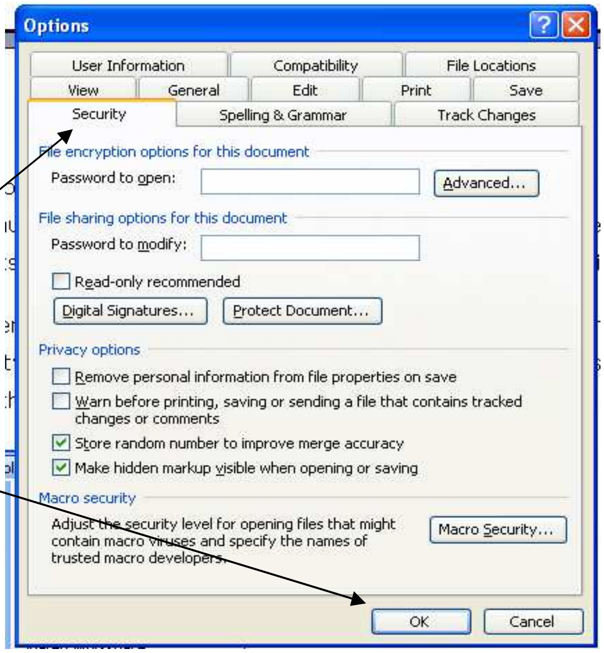
If you don't want anyone to hack into your computer you are better off being protected by adding a password to protect your files. Files can easily be accessed by anyone and this could lead to your files getting delet ed, important files can get hacked into and may result in you not accessing them again. Security is really important this doesn't matter were it could be at home or work, your computer or laptop should always be protected.

Data misuse and unauthorised transfer or copying

Data misuse falls into the category of accessing someone else's computer System with intentions to commit an offence such as stealing data, without their permission. Unauthorized copying occurs when the exclusive right to reproduce protected work is violated, which is generally when a copy is made from a protected file of work without the copyright owner's permission. The computer Misuse Act doesn't allow somebody else to access a computer by using someone else's identification. Other things include changing, copying, deleting or moving a programme. You cannot also run a program or obtain any data even though it's not for personal gain. Hacking to someone else's account through their password is also listed in the Computer Misuse Act. To avoid such circumstances you can password protect your files and folders so the only person who has access to them is only you or another option can be to keep and USB stick and save all your work on their. To prevent copying form happening you can also put a logo or some form of identity which shows the work belongs to you, you can password protect the file on Microsoft word.

To password protect you file you click on **"Tools"** and scroll down to **"Options"**





File encryption options for this document

Password to open:

File sharing options for this document

Password to modify:

☐ Read-only recommended

Privacy options

☐ Remove personal information from file properties on save

☐ Warn before printing, saving or sending a file that contains tracked changes or comments

☑ Store random number to improve merge accuracy

☑ Make hidden markup visible when opening or saving

Macro security

Adjust the security level for opening files that might contain macro viruses and specify the names of trusted macro developers.

After that you click on **"Security"** and below you type in your password, something with strong characters which no one is aware off and click on **"Ok"** Now your document will be password protected and no one will be able to access it.

When choosing a password the things you should be aware of are:

Do:

- Change your password often
- Use letters and numbers in passwords
- Easy to remember password

Don't:

- Don't use first or last name in the password
- Don't use silly thing e.g. your partner's name
- Don't write your password down on paper
- Don't use the same password for all your password needs etc.

Email and abuse in the chat room

Chat rooms are the most common way in getting in touch with someone by using another person's identity or lying about who they are. This person as far as your concerned can be one of your enemies who are trying to find out information about you and then end up blackmailing you which is very dangerous. Emails can also be dangerous because you may not be aware of the user who's sending you these emails and wants to be friends with you for all the wrong purposes, so you should be alert of unknown senders in particularly. On chat rooms and emails a person could have a fake picture up of someone else, using it as an excuse to get to know you.
To prevent this form happening you shouldn't tell anyone were you live because they might end up stalking you unless you know the person then it's different, you shouldn't meet up with them this could lead to kidnapping and finally you could install a blocker which will block unsafe chat room sites.

Virus protection

A virus is really harmful it could lead to you loosing important files and folders which you can't retrieve back and can also destroy your hard drive. A virus may be transmitted on disks and through networks, on-line services, and also through the Internet. The ways that a virus could do this is through an email which is the most common way. When you open an email from an unrecognized sender and has an attachment with it you shouldn't open it because theirs a high risk of a virus getting attached to the file. By having a good anti virus protection on the computer, your computer will always be protected from viruses attacking your computer which is a helpful way to ensure there are no viruses on the computer. Viruses appear in many forms such as pop up boxes which then you block through your settings by clicking on block all pop ups.

There are many types of computer viruses:

- **File virus**: Most viruses fall into this category. A virus attaches itself to a file, usually a program file through an email attachment
- **Boot sector virus**: These viruses infect floppy discs and hard drives. The virus program will load first, before the operating system.
- **Macro Virus**: This is a new type of virus that uses an application's own macro programming feature to distribute themselves. Unlike other viruses, macro viruses do not infect programs; they infect documents.

- **Virus Hoax**: Although there are thousands of viruses discovered each year, there are still some that only exist in the imaginations of the public and the press - known as virus hoaxes.

Adware, malware and spyware

The word spyware comes from spy meaning that this software spy's on you, it tracks each move you make without you knowing. This program has your consent even though you might think I didn't do such a thing, the way this is done is through a licence agreement under terms and conditions, which many people don't read and just accept it. This s were everything could go wrong, mostly when you accept the spyware program gathers info rmation such as credit and debit card details, password and pin codes, this normally is done when you shop online so you need to be really careful. Spyware can be downloaded through other downloads which come in the form of free software, so make sure you don't allow any software to download unless you know what it is. Adware is also similar but this software installs secret advertising software and is always popping up on the screen as screen adverts. Malicious software also known as malware is like a viru s which harms the safety of the computer. This software allows itself to gain access to the computer without the owners consent.

Hacking

To Prevent Hacking you should:

- By Putting Firewall in place it only let's authorized data pass and unauthorized doesn't pass through.
- Install programs such as firewall keep hackers and viruses out of the computer system
- Put passwords on documents and it should contain numbers and letters so it is hard to hack into your network
- Make sure passwords are unique and should change them every 90 days or so
- Not open emails from unknown senders
- Anti-Virus protection programs will help prevent a hacker from sending viruses etc.
- Make sure computers are updated regularly, if they' not then there is a risk which could lead to viruses and computer hacking

People always attempt to hack into your computer system; some of the things they do are trying and hack into your computer to collect information. The simple is to just password protect your file by listening to the advice at the top. People also try and use your internet connection to download files, if you are not using your internet connection then you should just switch it of by disconnecting it. This way no one will be able to hack into it.

Pornography

Is in appropriate to watch or go on pornography in the workplace, as it cab be tracked down by the administrator and also could lead to viruses and then a loss of work can occur. So during the workplace you shouldn't access such content.

These are some of the websites I used to get my information:

- http://www.bbc.co.uk/schools/gcsebitesize/ict/legal/1dataandcomputermisuserev1.shtml
- http://www.detroiteronline.com/index.php?option=com_content&view=article&id=799%3f
- http://legal-dictionary.thefreedictionary.com/Unauthorized+copying