

HEPS-UGANDA SECURITY AWARENESS / ICT BEST PRACTICES

Protecting Organizational and Personal data during break hours.

**LOCKING YOUR COMPUTER SCREEN DURING WORK,
AND MEETING BREAKS.**

RISKS ASSOCIATED WITH LEAVING YOUR COMPUTER RUNNING OPEN WHEN YOU STEP OUT FOR BREAK.

Leaving windows open on your Personal Computer (PC) can expose you to several security risks:

- **Unauthorized Access:** Anyone can access your confidential files when you step away from your PC with intentions of corrupting or stealing them.
- **Virus Infections:** Anyone can temporarily insert portable transfer devices into your PC infected with viruses potentially leading to data theft or damage.
- **Data Breaches:** Sensitive information can be accessed and stolen when you step away from your PC, leading to privacy violations and financial loss.
- **Network Vulnerabilities:** Leaving web browsers open can be used to launch attacks on your devices spreading malware and loss of confidential data.
- **Reduced System Performance.** Continuously running background applications tend to over drain computer batteries and storage over the time.

IMPORTANCE OF SLEEP MODE and LOCKING YOUR COMPUTER SCREEN DURING WORKING BREAK:

Security: The lock screen prevents unauthorised access to your PC, protecting organizational and personal information.

Privacy: It ensures that your work and personal activities remain private when you step away from your computer.

Energy Efficiency: Sleep mode reduces power consumption by putting your computer into a low-power state while keeping your session active.

Quick Resumption: Your work is saved, and you can quickly resume where you left off without going through a full startup process.

Convenience: Sleep mode allows you to take short breaks without closing applications or documents, making it easier to pick up tasks immediately.

Hardware Longevity: Reducing the time your computer is fully powered on can help extend the lifespan of its components by minimizing wear and tear.

LOCK PC SCREEN BEFORE STEPPING AWAY FOR BREAK

Recommended Practices:

1. SHUT DOWN DURING BREAK TIME:

Computers need to be restarted several times during working hours to optimize system performance by closing all background applications that drain storage, battery and reduce system performance.

1. LOCK YOUR SCREEN WHILE POWER ON:

- On your computer, click on the Start menu, select your profile icon, and choose “**Lock.**”

OR

- Press **Windows key + L** to lock your screen instantly, you resume your work from where you left off

1. LOCK AND SLEEP:

Press **Windows key + L** to lock your screen, on bottom right, click on power icon and select “**Sleep**”.

Close the laptop until you resume your work from where you left off.

Thank you:

