



TDCJ Risk Management's Training Circular

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Computer Safety Savvy



Computers, who would have thought that one day your life would revolve around a computer. One thing is for sure, it has made life a lot easier. Now instead of looking in the Encyclopedia Britannica set the door-to-door salesman talked our parents into buying, we are just a button away from the answer to our questions. Wake up in the middle of the night with a question on your mind? Just push that button and there is the answer, now back to a good night's sleep. Does your eight year old kid know more about a computer than you do? The first time I saw a computer the only button I wanted to hit was the panic button. Things have certainly changed, and so has TDCJ. We have a computer in almost every office and 90% of us have one at home. TDCJ is such a large agency with a multitude of computers. The agency even has a Technology Division (ITD)



for computer repair, replacement, or program installations. Once a computer has been assigned to you, it is your responsibility to ensure that the computer is maintained, and secured according to policy. Risk Management would like to give you a few helpful tips on how to be computer safe. The most important part of computer safety is the Keyboard/monitor interface and that is **YOU**.



Computer Safety



One of the biggest mistakes that we make is to write down our password and place it somewhere we won't forget it. We don't think anything about placing this information on a small piece of paper and taping it under the keyboard, or under the calendar, or even putting in the top desk drawer. We forget if someone

wants to get on our computer while we are gone, that is the first place they are going to look for the password. Leaving your passwords in areas like this is like leaving the door open and saying, "Come on in and take what you want." We don't want to think someone would get on our computer and download from some web sites that could put our job in jeopardy. Password information should not be shared but properly secured. If you suspect weaknesses in a TDCJ computer system or incidents of misuse, or violations, these must be reported to TDCJ Help Desk (936) 437-1304 according to Administrative Directive AD-15.07.



- * Always log out of a web site by clicking "log out" on the site. It's not enough to simply close the browser window or type in another address.

Many programs include automatic login features that will save your user name and password.

- * Disable this option so no one can log in as you.
- * Don't leave the computer unattended with sensitive information on the screen. If you have to leave your desk, log out of all programs and close all windows that might display sensitive information

Offender Access to Offices and Workstations



Even if we are in an office setting either on or off a unit, we still must be aware of our surroundings while working on a computer. At times we have offender porters in the area cleaning or even offender work crews. And in some areas of the agency we still have offender clerks, therefore these offenders may be in a position that requires them to use a computer to complete their assigned duties. TDCJ Administrative Directive 03.02 regards offender access to offices and workstations.

- * Offender access to offices and workstations with telephones, copy machines, fax machines, two-way radios, typewriters, or computers shall be under direct supervision.

- * Under **NO** circumstances shall an offender be permitted to use a computer that has internet access or resides on a local area network that has internet access.
- * Under **NO** circumstance shall an offender be authorized a computer system password or provided a computer system password that would enable the offender to access any part of the automated information system containing the offender data or agency business data that would jeopardize security. Any documented passwords should be secured in order to prevent offender access.

For obtaining additional information on TDCJ Computers Administrative Directives, please see the below directives.

- * Board policy-BP-15.01
- * Administrative Directive-AD-03.02
- * Administrative Directive-AD-15.05
- * Administrative Directive-AD-17.07
- * Executive Directive-ED-15.08
- * Administrative Directive-AD15.10



Securing Your Laptop Computers



With agency growth, along came the growing technology of agency cell phones and traveling laptops. Laptop computers are increasing in popularity for both business and personal use.



Carrying your laptop makes working or playing extremely convenient. Didn't get that draft ready before the flight? That's okay you can finish the draft during flight. However, you must also be aware of the security risk from the loss or theft of a laptop and take proper precautions.



Keep these tips in mind when you are traveling with a laptop.

- * Secure your laptop when unattended
- * Don't store your password with your laptop. Secure your laptop with a strong password, but don't keep the password in the laptop case or on a piece of paper stuck to the laptop.
- * Don't leave your laptop in the vehicle. Don't leave your computer on the vehicle seat or locked in the trunk. Locked vehicles are



- often the target of thieves.
- * Don't store your laptop in checked luggage. Always carry it with you. 
- * Keep track of your laptop when you go through airport screening. Hold onto your laptop until the person in front of you has gone through the metal detector. Watch for your bag to emerge from the screening equipment. 
- * Record identifying information and mark your equipment. 
- * Use tracking software. 
- * Backup your files.
- * Watch your surroundings while on the computer during travels times.

Protecting Your Child Online



Does your second grader know more about a computer than you do? When you asked your child what they wanted for

Christmas, they said a cell phone and computer, and they are only in the second grade. How times have changed and we have to grow with the times, so under the tree is a new cell phone and computer to be unwrapped. Computer safety is an important learning tool for a child that will be using a home computer.

By following a few simple steps will help to keep your children safe and to protect their data.

- * Keep your computer in a central location of the home.
- * Discuss and set guidelines for computer use.
- * Implement parental control tools.
- * Consider using software that allows you to monitor e-mail and web traffic.

- * Know who your child's online friends are, and supervise their chat areas. 
- * Teach your child to never give out personal information .
- * Know who to contact if you believe your child is in danger.
- * If you know of a child in danger, call law enforcement immediately. Report instances of online child exploitation to the:

**National Center for Missing and Exploited
Children's Tip line/
1-800-843-5678**

Computer Care and General Cleaning Tips

The fact is the better we maintain the equipment we use daily, the longer life expectancy this equipment will have. The Risk Management Central Office is offering a few suggestions on how you can keep that computer functional, therefore making your job a little easier.

- * Computers need air circulation to keep them cool. 
- * Computers don't like dust very much.
- * A surge protector is a must.
- * Do not plug devices into the computer while it is on, unless you are inserting a USB device. 
- * Printers should be turned off only by the power button.
- * If at all possible, DO NOT eat or drink around your PC.
- * Always use some form of Anti-Virus software.
- * Back up data periodically. 
- * Scandisk and defrag are very important programs in the protection of your data.

- * Your CD-ROM drive is NOT a cup holder.
- * Write down all error messages. Doing this can help technicians repair your computer faster.
- * Never spray or squirt any type of liquid onto any computer. Spray the liquid onto a cloth to use.
- * User can use a vacuum to suck up dirt, dust, or hair around the computer on the outside case and keyboards.
- * When cleaning the computer, turn it off before cleaning.
- * Never get the inside of the computer or any other circuit board damp or wet.
- * When cleaning, be careful not to accidentally adjust any knobs or controls. In addition, when cleaning the back of the computer, if anything is plugged in, make sure not to disconnect any of the plugs.

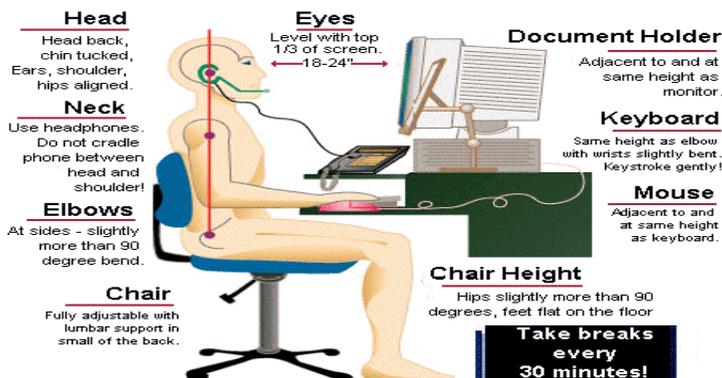


You might start out the day “working properly,” but as the day wears on you might become fatigued and then gravity takes hold! You slump at your workstation. This causes improper posture which leads to little aches and pains which leads to decreased work productivity. You can see how this, if left uncorrected, can snowball into some things much worse. Two of the most important conditions to be vigilant of when working at a computer are repetition and posture.

All our dreams can come true, if we have the courage to pursue them. Walt Disney

Computer Ergonomics

While the Information Technology (IT) Division is responsible for making sure that your machine is working properly, it's your responsibility to ensure that you are “working properly.” That is, are you maintaining correct posture, sitting at proper distances from the monitor, etc.?



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