

# Workplace Readiness Skill

## Professional Competency

### Activity Sheet

# Skill 16

## Information Security

The internet has opened a whole new world of learning and connecting with others. But this ease of finding information can come with security risks. Discussions at home can help remind your child about how important it is to keep their information safe. Learning about keeping information safe now will help your child as they get into the working world. It's important to learn how to be safe with other people's information as well.

### Description of Information Security

Information security means understanding basic internet and email safety and follows workplace protocols to maintain the security of information, computers, networks, and facilities.

Examples of information security:

- Delete emails requesting your personal information from unknown sources.
- Not letting others use your work passwords.

### Menu of Activities

These activities are designed to help families discuss and practice information security. Choose one or more activities to complete with your child.

#### Activity 1: A Discussion on Cyber Safety

1. To learn about how to stay safe on the internet, watch the video: [Safe Website Surfing](https://youtu.be/yrln8nyVBLU) (youtu.be/yrln8nyVBLU).
  2. After viewing this video with your child, reinforce the importance of checking to see who emails come from or if the links or attachments in emails are safe. Being aware of these clues can help protect your child from phishing.
  3. Have your child complete this [Google phishing quiz](https://phishingquiz.withgoogle.com) (phishingquiz.withgoogle.com).
  4. As your child answers each question, talk about why the answer is right or wrong. The quiz will give you answers and explanations, but your child might have more questions about information security (refer to the included references to help answer the questions).
  5. After the quiz, you can click on the link to "take a few simple steps to better protect your online accounts." This will help ensure future information security.
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## Activity 2: Creating a Safe Password

Having a secure password is one of the first steps in keeping online information safe. This activity will help your child discover how to create and save passwords securely.

1. Think of a fun phrase or an event that you remember. It could be a favorite film, or when and which high school your child will graduate from, etc.  
For example: Hamilton on Disney Plus summer of 2020
2. Use the first letter from some or all the words in the phrase or title.  
For example: HAModpsummero20
3. Change some of the letters into numbers, some into symbols, and some upper and lowercase.  
For example: H@Mod+summ3ro20
4. Now that you have created a secure password, as a family, decide where it is safe to store passwords. This could be on a piece of paper in a secure place, on a computer or phone that is password-protected, or an app like [Dashlane](https://dashlane.com) (dashlane.com).

## Activity 3: Keeping Information Private

1. Help your child understand which information should be shared with which kinds of people. Using the “What Level of Security?” activity (found on page 3), read or show your child a piece of information and ask them if it could be shared with No One, Friends, or Anyone. Make sure they understand that anyone includes strangers and people they don’t know.
2. Discuss what could happen if you shared the information with the wrong person.
3. Add other types of information to increase difficulty for continued practice.

### Reflection

Review the questions with your child and respond together after completing the activities.

- Did this information help your family better understand information security?
- What was easy or hard about learning and practicing this skill?
- Why is this skill important to use at home and at work?
- How do we continue to practice this skill in the home and in the community?
- What additional information or resources do I need to continue to practice this skill?

# What Level of Security?

**Instructions:**

Sort the list of words in the word bank into the categories of security on this page.  
Who can you share what information with?

Word bank	No One	Friends	Anyone
My name My birth date My parents' names My phone number			
My favorite song My address My favorite color My Social Security Number			
My Credit Card number My email address What school I go to			
Photos of me			