



Middlebury

Middlebury Information Security
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SAFE COMPUTING

Subject: Working Remotely

To: Traveling and remote Computer Users

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From: Information Security

- Use Middlebury's virtual private network (VPN) when using Middlebury data from a public wireless network.
- When possible, use your cell phone or a personal hot-spot rather than a public wireless network.
- If you must use a public network, use a commercial one such as one provided by a hotel. Never use an unknown network.



- Always use anti-virus software.
- Always protect your passwords.
- Never leave your devices unattended; including in a car.

- If possible, do not travel with sensitive data. Keep it on network drives and access it remotely across the VPN connection.
- Only store sensitive data: internal or extremely sensitive, (<http://go.middlebury.edu/dcp>) in encrypted formats; ideally not on your local system.

