

**From:** Devin Allman  
**Sent:** Monday, May 21, 2018 9:36 AM  
**Subject:** Weekly Cybersecurity Tips

## Weekly Cybersecurity Tips

Never leave your devices unattended.

If you need to leave your computer or laptop for any length of time—no matter how short—lock it so that no one can use it while you are gone.

The thought of locking your computer each time you leave your desk may feel inconvenient, but it is important to take the time to do so. When your computer is unlocked and unattended, you are making both your information and your company's information openly accessible to anyone who may walk by.

In the instance of some departments, an unlocked device could mean potential access to financial records, social security numbers, medical records, bank account information and other sensitive company, employee or citizen data.

To protect the data of its employees and citizens, Lancaster County utilizes a policy that locks all computer screens after fifteen (15) minutes of inactivity. It is also possible for employees to manually lock their computer screens by pressing the Windows key and the L key simultaneously (Win+L) – the Windows key is typically located in the bottom-left of the keyboard, between the Ctrl & Alt keys.

– The IT Department



**LANCASTER COUNTY**  
*South Carolina*

**Tickets: [support.lancastercountysc.net](http://support.lancastercountysc.net)**  
**E-mail: [support@lancastercountysc.net](mailto:support@lancastercountysc.net)**