



IT SECURITY ADVISORY

Safeguarding Your Computing Devices



As the school holidays are around the corner, we would like to share the following tips to help you safeguard your SSOE 2 computing devices:

Keep Malware / Virus Infection at Bay



- **Connect your SSOE 2 devices to the Internet for 4 hours weekly** so that they are updated with the latest Windows patches and antivirus definitions. Otherwise, your devices may be quarantined and will not be able to access Intranet resources.
- **Do not plug untrusted devices** (e.g. USB flash drives from unknown sources) into your SSOE 2 devices.

Safekeep Your Devices



- **Keep your SSOE 2 devices in a safe place.** Do not leave them unattended, even for a short while. **Do not hand them over to unauthorised persons.**
- Draw out a clean SSOE 2 device **after you have Principal's approval to bring a device overseas.** Follow the [IT Guidelines for Official Overseas Travel \(for MOE School Users\)](#).

Let's play our part to keep our work environment secure!

Should you have any queries, please contact SSOE 2 Service Desk.

Email: help@schools.gov.sg | Hotline: 1800-7663 663

Did you know?

- VPN is **not** required to receive Windows patches and antivirus definitions.
- VPN is only required to access CES (@schools.gov.sg) mailbox or MOE Intranet when your devices are not connected to the school's SSOE 2 network.