



# Telework IT Security Guide

Teleworking poses new threats to our information and technology security.

Please review the reporting instructions to the right and the table of 'Do' and "Don't" best practices in telework

## Reporting Instructions

Report suspicious activity to:



[OA-SecurityIncidents@pa.gov](mailto:OA-SecurityIncidents@pa.gov)

Report suspicious emails to:

[CWOPA\\_Spam@pa.gov](mailto:CWOPA_Spam@pa.gov)



**pennsylvania**  
OFFICE OF ADMINISTRATION

Practice	Do 	Don't 
<b>Wi-fi &amp; Public Networks</b>	<ul style="list-style-type: none"> <li>Secure your home network with a strong password</li> <li>Use passwords for all devices on your network</li> </ul>	<ul style="list-style-type: none"> <li>Use public or unsecured networks</li> <li>Allow unknown devices to access your network</li> </ul>
<b>Personal Use</b>	<ul style="list-style-type: none"> <li>Keep work data on work devices only</li> </ul>	<ul style="list-style-type: none"> <li>Use work devices for personal use</li> <li>Allow non-employees to use work devices (even for simple tasks)</li> </ul>
<b>Physical Security</b>	<ul style="list-style-type: none"> <li>Use a strong password or passphrase and lock when your device is unattended</li> <li>Make sure the device is accounted for when transporting it</li> <li>Maintain awareness on who has a line of sight to your device while working</li> </ul>	<ul style="list-style-type: none"> <li>Use password notes, even in your home</li> <li>Lock the device in a vehicle unless necessary</li> </ul>
<b>Data</b>	<ul style="list-style-type: none"> <li>Follow all record keeping policies <a href="https://www.oa.pa.gov/Policies/Documents/m210_9.pdf">https://www.oa.pa.gov/Policies/Documents/m210_9.pdf</a></li> <li>Backup your data to OneDrive or a commonwealth network shared drive</li> <li>Be conscious of open windows when sharing your desktop or allowing remote access</li> </ul>	<ul style="list-style-type: none"> <li>Leave hard records out unattended or overnight</li> <li>Not use a thumb drive or personal storage device to store your data</li> </ul>
<b>Social Media</b>	<ul style="list-style-type: none"> <li>Follow all commonwealth and agency guidelines on social media</li> <li>Be aware of misinformation</li> </ul>	<ul style="list-style-type: none"> <li>Present personal information such as birthdays, addresses or phone numbers</li> </ul>
<b>Reporting</b>	<ul style="list-style-type: none"> <li>Report suspicious activities to OA-SecurityIncidents@pa.gov</li> <li>Report phishing emails to CWOPA_Spam@pa.gov</li> </ul>	<ul style="list-style-type: none"> <li>Open potential spam or phishing e-mails</li> <li>Assume someone else has reported a phishing e-mail</li> </ul>