1. Stop, and Think (consider appropriateness and risk) before I Connect to the Internet.

2. Take personal responsibility for security, follow my organization's security policies, and adhere to sound security practices.

3. Lock my computer whenever I leave my work area.

4. Safeguard portable computing equipment when I am in public places.

5. Create and use strong passwords, and never share my password(s) with anyone.

6. Never leave a written password (sticky note, etc.) near my computer, or easily accessible.

7. Promptly report all security incidents or concerns to my organization's security office or other appropriate contact.

8. Safeguard "sensitive data" as well as confidential and/or legally protected (Personally Identifiable Information and Protected Health Information) data from any inappropriate disclosure.

9. Work to the best of my ability to keep my organization's staff, property and information safe and secure.

10. Spread the message to my friends, co-workers and community about staying safe online.