

THE HOWARD COUNTY PUBLIC SCHOOL SYSTEM
10910 Clarksville Pike
Ellicott City, MD 21042

Circular No. 45
Series 2015-16

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Chief Operating Officer

Data Protection and Malware Notice

TO: All Staff
FROM: Camille B. Jones
Chief Operating Officer

It is imperative that we protect ourselves and the school system from the growing threat of Ransomware and other malicious software. Ransomware modifies computer files making them inaccessible unless the user is willing to pay a ransom to the individuals who produce the malware. Please be reminded that the Board of Education will not pay any individuals engaged in the exploitation of HCPSS systems or data. The best protection against malware is to avoid untrusted websites and file attachments from unknown sources.

As described in Policy 8080 Responsible Use of Technology and Social Media, it is the responsibility of all employees to secure and safeguard data stored on HCPSS technology. While HCPSS has computer and network security protections in place, there is no level of protection that is 100% guaranteed. Therefore, it is imperative that employees are proactive in securing work-related, electronic files by backing them up to their network home or shared directories. These network directories are backed up regularly and may be restored upon request.

Thank you for your attention to this important matter. Please direct all related questions to the Technology Help Desk at extension "7004", and then press "0".

CBJ/vw