

# DIGITAL SPRING CLEANING CHECKLIST

## WEEK 1: KEEP CLEAN MACHINES

GET STARTED BY MAKING SURE THAT ALL WEB-CONNECTED DEVICES ARE SQUEAKY CLEAN.

- ☐ **Update software on all Internet-connected devices** to reduce risks from malware and infections.
- ☐ **Clean up your mobile life** by deleting unused apps, keeping others current and reviewing app permissions.



## WEEK 2: MAKE SURE YOU'RE SECURE

ENHANCING THE SECURITY OF YOUR ONLINE ACCOUNTS IS A MUST AND A FAST, SIMPLE WAY TO BE SAFER ONLINE.

- ☐ **Turn on two-factor authentication on critical accounts** like email, banking and social media. Learn more by visiting [stopthinkconnect.org/2stepsahead](http://stopthinkconnect.org/2stepsahead)
- ☐ **Secure your router** by making sure it has a strong password and does not broadcast who you are through its name, such as "the Jones Family" or "123 Elm Street".
- ☐ **Make better passwords** by combining upper and lower case letters with numbers and symbols.
- ☐ **Make unique passwords for important accounts** like email, finance and healthcare.
- ☐ **Write down your new passwords and store them in a safe place away from your computer.**
- ☐ **Check to ensure all devices are password, passcode or fingerprint protected.**



## WEEK 3: DIGITAL FILE PURGE AND PROTECTION

TEND TO YOUR DIGITAL RECORDS JUST AS YOU DO FOR PAPER FILES. BE SURE TO PROPERLY DISPOSE OF SENSITIVE MATERIALS - SUCH AS HARD DRIVES, DISKS AND MEMORY CARDS - AT A COMMUNITY SHREDDING EVENT. CHECK [BBB.ORG/SECURE-YOUR-ID-DAY](http://BBB.ORG/SECURE-YOUR-ID-DAY) TO SEE IF THERE IS A BBB "SECURE YOUR ID DAY" EVENT IN YOUR AREA.

- ☐ **Clean out your old email and empty deleted folders.** If you need to keep old messages, move them to an archive.
- ☐ **Delete or archive older files and outdated financial statements.**
- ☐ **Unsubscribe to newsletters, email alerts and updates you no longer read.**
- ☐ **Update your online photo album** by deleting or backing up old or less flattering photos.
- ☐ **Update online relationships** by reviewing friends on social networks and all contacts lists to make sure everyone still belongs.
- ☐ **Copy important data to a secure cloud site or other drive where it can be safely stored.**
- ☐ **Password protect back-up drives and keep them in a different location off the network.**
- ☐ **Permanently delete all old files.**



## WEEK 4: CLEAN UP YOUR ONLINE REPUTATION

PARENTS AND OLDER KIDS WITH SOCIAL MEDIA ACCOUNTS CAN TAKE AN ACTIVE ROLE IN MAKING SURE THEIR ONLINE REPUTATIONS SHINE.

- ☐ **Own your online presence** by reviewing the privacy and security settings on websites you use to be sure they are set at your comfort level for sharing.
- ☐ **Clean up your social media presence** by deleting old photos, etc. that are embarrassing or no longer represent who you are.
- ☐ **Update your "online self"** by reviewing your personal information and updating it where needed.



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