## BE AWARE OF EMAIL SCAMS:

Emails are going around with attachments that contain spyware, malware and most recent ransomware. Usually, your computer will only become infected if you actually click on the attachment. If your computer becomes infected, all files can or will be completely unusable and unrecoverable. Ransomware will hijack your pictures, documents, email and even pdf files. Even if your antivirus is upto-date, if you click on the infected attachment, your antivirus will not work because you have allowed your computer to activate the infection.

Anything you want to keep safe, you must backup. We suggest getting a flash drive (also known as: thumb drive, jump drive, USB drive) to back them up. Do not panic if you do not know how to back up your files. Every school has a faculty member that already knows how to do this and I am sure they would be willing to show you how.

## HOW TO HELP YOURSELF:

If you do not absolutely know the author of the email or are not expecting an email, don't open it—just delete it. You need to understand that some emails can look legit, but they are masked. For example: all emails from within Union Parish School District system will be from <u>lastnamefirstinitial@unionpsd.org</u> (some use second or third initial after last name). Even if you accidently delete a needed email, it can be sent to you again. It is better to be safe than sorry. With email, when in doubt—delete. Another example is that the IRS will not contact you through email.

The most recent scam email to be aware of ransomware is one containing the following information. Do not click on the attachment.

-----From: unionpsd.org account (they are using a first name only) Subject: Annual Form – Authorization to Use Privately Owned Vehicle on State Business Attachment: usually a .zip file Msg: something discussing form STD 261

If you see anything about **cryptolocker** appear on your screen, please shut your computer down and report it immediately to the District Technology Team.

**Technology Team**