# FAMILY DIGITAL CHORES CHECKLIST

**ESET** — ENJOY SAFER TECHNOLOGY®

NATIONAL CyberSECURITY ALLIANCE

STAY SAFE AND SECURE ONLINE BY CONDUCTING ROUTINE DIGITAL MAINTENANCE FOR YOUR CONNECTED FAMILY.

| | JAN. | FEB. | MAR. | APR. | MAY | JUNE | JULY | AUG. | SEP. | OCT. | NOV. | DEC. |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| KEEP MACHINES CLEAN: ENSURE ALL CRITICAL SOFTWARE IS UP-TO-DATE. Who: .................... | | | | | | | | | | | | |
| CHECK TO BE SURE ALL DEVICES ARE PASSWORD, PASSCODE OR FINGERPRINT PROTECTED. Who: .................... | | | | | | | | | | | | |
| BACK UP CRITICAL DATA FROM ALL DEVICES TO CLOUD OR REMOVABLE STORAGE. Who: .................... | | | | | | | | | | | | |
| REVIEW SOCIAL MEDIA FEEDS TO ENSURE ALL CONTENT IS APPROPRIATE. Who: .................... | | | | | | | | | | | | |
| REVIEW AVAILABILITY FOR TWO-FACTOR AUTHENTICATION AND TURN ON WHEN POSSIBLE. Who: .................... | | | | | | | | | | | | |
| CONDUCT A DIGITAL PURGE: REVIEW EMAIL SUBSCRIPTIONS, DELETE OR ARCHIVE OLDER FILES AND EMAIL. Who: .................... | | | | | | | | | | | | |
| MANAGE ONLINE ACCOUNTS: UPDATE PASSWORDS, CLOSE ACCOUNTS NO LONGER IN USE AND DELETE UNUSED APPS. Who: .................... | | | | | | | | | | | | |
| UPDATE ROUTER PASSWORD. Who: .................... | | | | | | | | | | | | |
| HAVE A MONTHLY FAMILY DISCUSSION ABOUT ONLINE SAFETY AND SECURITY. | | | | | | | | | | | | |