Privacy Tips
School Cash Online

North Vancouver School District

the natural place to learn®

North Vancouver School District (NVSD) is pleased to offer parents the ability to pay for student fees directly online, both by direct withdrawal from your bank account or by credit card. To ensure your information is protected, NVSD wants you to understand that we will never ask you to validate or restore your account access through unsolicited email. We have a few more tips to help ensure your personal information, including your banking information, is kept secure.

- Do not respond to unsolicited emails or websites that request personal information. Report any suspicious requests to your school office immediately.
- Protect your online password and do not share it, including:
  - Software that records your password so that you don't need to enter it the next time you access a website.
  - Services that collect your card number and password, or any other confidential information, to perform transactions on your behalf or to collect payment from you.
- Pick a password that is difficult to guess by using a combination of letters and numbers (nothing obvious). Do not write it down and never tell anyone what it is.
- Always keep your security questions and answers confidential - do not share them with anyone. School Cash Online will never ask you to set up or confirm your questions or answers by telephone, fax or email.
- Never send confidential information (such as account numbers of any type, password, access code, etc.) via email.
- Avoid accidentally agreeing to have your internet activity monitored by other parties by carefully reading the terms of any software you download and free services you accept online before you download them.
- Do not leave your computer unattended while logged on to School Cash Online.
- Do not use public computers (e.g., internet cafés or libraries) to access School Cash Online.
- Always log off when you're finished your School Cash Online session.
- Clear your browser's cache.
- Use Anti-Virus Software. Install and frequently update a proven anti-virus product.
- Only accept or download software from a source that you believe to be trusted.
- Never accept files or attachments when accessing websites, newsgroups and chat rooms unless you are very sure of their authenticity.
- Protect Your Internet Connection:
  - Disable File Sharing on Your Personal Computer.
  - Use supported browsers ([check our instructions for parents](#)).
    - If you have a wireless network, there are additional measures that should be taken to protect your Internet connection:
      - Use encryption.
      - Change your default administrator password set up by your provider.
      - Change SSID (Service Set Identifier) - The SSID is the name of your wireless network.