# Five habits

**01**
### Passphrase, not password
Four unrelated words. Long beats clever. Never reuse it.

**02**
### Two factors
Something you know + something you have. Turn it on for email first.

**03**
### Pause before you click
Urgency, a strange link, an unexpected attachment — stop.

**04**
### Update and back up
Updates close known holes. Backups survive the ones that get through.

**05**
### Your footprint lasts
What you post, others keep. Be the person you would hire.

**06**
### Acknowledge AI
Check the output. Never paste personal data into a tool you do not control.

## If something goes wrong
Tell a teacher immediately. Change the password from a different device. Do not hide it — speed matters more than blame.