

Five Ways to Strengthen Your iPad's Security

By Catherine Sanders Reach and Bill Latham

Tablets have taken the legal world by storm. The question of whether a tablet can replace a lawyer's PC depends on the type of tablet, the technical proficiency of the attorney, the nature of the legal practice, and the back-office support available. For the past several years, the iPad has been the overwhelming choice among lawyers using tablets in their practices. However, for most attorneys, the iPad will not suffice for all purposes. With the recent introduction of practical Windows-based tablets or Windows hybrid laptop/tablets, the line between laptop PCs and tablets is blurring. This is especially true for tablets with docking stations, which allow them to be used like desktop computers when docked.

When choosing between an iPad or a Windows tablet, the relative advantages and disadvantages of both platforms should be considered. The intuitive and easy-to-use iPad has thousands of available applications, an attractive interface, and a mature design. The Windows-based tablets tend to be more complex but benefit from the generally greater capabilities of Windows-based systems required by power users. However, the reality is that most Windows customers

use only a fraction of the features available in the Microsoft Office suite and similar Windows-based productivity programs. In the end, it comes down to the practice needs of the individual attorney. Some attorneys use both a PC laptop and an iPad, choosing the device most appropriate for the task at hand.

Ethical issues

So you love your new iPad and want to use it in your law practice. That likely means you are using it to store and communicate confidential client information. You may also be accessing your firm's internal and cloud-based systems. It is also quite possible that, unlike your traditional work desktop/laptop, you may be tempted to share this repository of client secrets with your spouse, children, or friends—after all, the iPad is first and foremost a super cool entertainment machine, right? Stop! Look! Listen! If you want to use the iPad as a law practice tool and you value your license, clients, and firm, the following basic security precautions are mandated.

(1) **Set a strong passcode.** In our opinions, it is malpractice to not activate the passcode feature if confidential client information is on your device. The preset four-digit code is inadequate if you use

the iPad outside of the office. Unfortunately, the iPad comes with the passcode deactivated. Here's how to activate and set a passcode:

- Press Settings, then General. On the right, Passcode Lock should indicate "off" if you have not already enabled it. Press it; if you have already created a four-digit passcode, you'll be prompted to enter it.
- On the Passcode Lock page, you'll see Turn Passcode On. Don't touch that yet. First, go to Simple Passcode and move it to the "off" position. If it's turned on, you can only create a simple, wholly inadequate four-digit passcode.
- Once Simple Passcode is turned off, press Turn Passcode On. You'll be presented with a dialog box to enter your passcode. Set a strong passcode! To determine the strength of your password, visit <https://howsecureismypassword.net/>. You can enter any combination of number, letters, and symbols, and there is no maximum length. You'll be asked to enter the passcode twice, after which your passcode will be activated. Then press Require Passcode and choose the interval after which your iPad will require a passcode to get back in—not so short that you are constantly reentering your passcode, but brief

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enough so that no one can gain access to your iPad if left unattended.

- (2) **Activate the free Find My iPad and Remote Wipe features.** Apple's Find My iPad feature through iCloud allows you to find your iPad if it is lost (its location will be displayed on a map), send a loud location sound, post a message on the screen, and, if necessary, remotely wipe all the data from the device. Detailed instructions are available at <http://www.apple.com/icloud/find-my-iphone.html>.
- (3) **Set a time for your iPad to lock when not in use.** In Settings, choose General and select the Auto-Lock feature. Pick a time limit—the shorter the better. This feature protects your client data if the iPad is not in use for the specified time. Set your iPad to Auto-Wipe after Ten Failed Password Attempts to automatically delete all data after 10 failed attempts at entry. To access this feature in Settings, choose Passcode Lock and enter your passcode when prompted. After entering the code, turn Erase Data to the "on" position.
- (4) **Regularly back up your data on iTunes in case your iPad is lost or damaged.** For detailed instructions, visit <http://www.ipad-transfer.com/resource/how-to-backup-ipad-data-on-itunes-for-free.html>.
- (5) **Individually password-protect client information if you share your iPad with others.** If you are going to allow your spouse, significant other, children, friends, random strangers, or others to "play" with your "work" iPad (bad idea!), then at a minimum secure confidential client information with an application password. Many applications such as GoodReader, MobileNoter, and Readdle have their own password features to protect their specific data. Keep in mind that letting someone use your iPad without protecting your confidential client information is like handing someone your briefcase full of client documents so they can retrieve a magazine among the client papers. Use common sense. Treat

your iPad like you would a paper file of highly confidential client documents. Do not leave it unattended in unsecured areas. Keep it locked when not in use.

If you follow these tips, confidential information on your iPad should be reasonably secure. Ignore them, and your license may not be. ■

This article was excerpted from "Can a Tablet Replace the Attorney's PC?" by Catherine Sanders Reach and Bill Latham and is a sample of what awaits you at the ABA TECHSHOW 2015, April 16–18 at the Hilton Chicago. You can register online at <http://shop.americanbar.org/ebus/ABAEventsCalendar/EventDetails.aspx?productId=138806000> or download the registration form at http://www.americanbar.org/content/dam/aba/events/law_practice_management/techshow/2015/SuperPass-Registration-TS15.authcheckdam.pdf.

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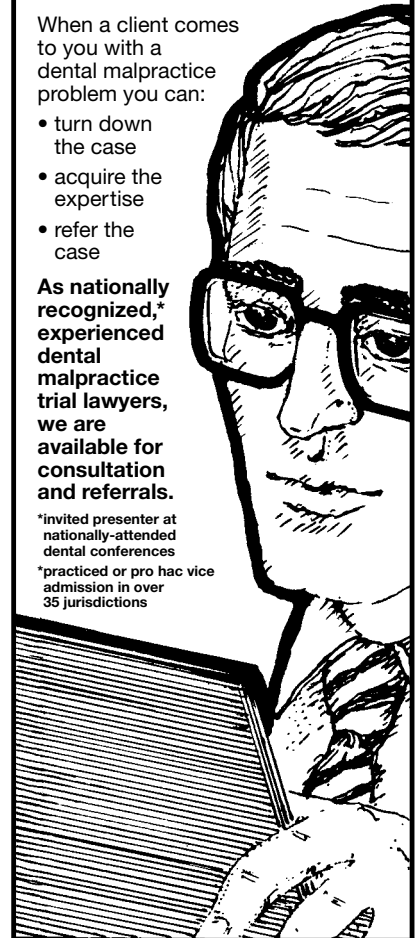
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