

Cyber Security Responsibilities for Education Roles

For All Staff

Everyone's role in cyber-defence:

Basic security precautions (*remind yourself regularly*):

- Check the sender email address, not just the name
- Do not click on emails you don't recognise
- Be wary of requests for bank details, personal information, or login details
- Be wary of verification requests for payments or information changes
- Check with the sender if an email asking for data or links seems unusual
- Change your password regularly and ensure it's complex
- Use multi-factor authentication wherever available

If something feels strange, it usually is – REPORT IT

Complete annual cyber security training:

- Attend induction training on cyber awareness
- Participate in annual refresher training
- Complete NCSC's free [cyber security training](#) for school staff
- Stay informed about [current threats](#)

Report suspicious activity immediately:

- Unusual emails or messages
- Unexpected system behaviour
- Lost or stolen devices
- Suspected account compromise

Follow school policies:

- Acceptable use policy
- Password policy
- Data handling procedures
- Bring your own device (BYOD) rules

REMEMBER:

Cybercrime isn't just a technical issue. We are all responsible for keeping colleagues, students, and data safe and secure.

