

Cyber Security Responsibilities for Education Roles

For IT Support Staff (Internal or External Providers)

Your technical responsibilities:

Implement and maintain technical controls:

- Deploy and update anti-malware on all devices
- Configure firewalls correctly
- Enable multi-factor authentication (MFA) across all applicable accounts
- Monitor network for irregular or malicious activity
- Manage patch deployment (especially critical updates within 14 days)

Conduct regular security assessments:

- External vulnerability scans (quarterly recommended)
- Internal network security reviews
- Supplier security assessments (including DPIA checks)
- Device inventory and compliance tracking

Execute backup strategy:

- Implement 3-2-1 backup rule
- Test backups termly minimum
- Document restoration procedures
- Ensure cloud services are included

Support risk assessments by providing:

- Technical vulnerability data
- Threat intelligence updates
- Infrastructure documentation
- Recommendations for improvements

Deliver technical training:

- Help staff understand technical security measures
- Provide guidance on secure practices
- Support incident response procedures
- Stay current with emerging threats and solutions

Prepare for Windows 10 EOL:

- Complete device compatibility assessments
- Plan migration timeline
- Test Windows 11 deployment
- Document any devices requiring replacement

