Woodcroft Primary School

Cyber Security Policy

Date of policy review: **September 2026**

Signed by:

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Statement of intent

Woodcroft Primary School is committed to maintaining the confidentiality, integrity and availability of its information and ensuring that the details of the finances, operations and individuals within the school are only accessible to the appropriate individuals. It is, therefore, important to implement appropriate levels of access, uphold high standards of security, take suitable precautions, and have systems and procedures in place that support this.

The school recognises, however, that breaches in security can occur, with most breaches caused by human error. The school will ensure all staff are aware of how to minimise this risk. In addition, because most information is stored online or on electronic devices that can be vulnerable to cyber-attacks, the school will ensure there are procedures in place to prevent attacks occurring. To minimise both risks, it is necessary to have a contingency plan containing a procedure to minimise the potential negative impacts of any security breach, to alert the relevant authorities, and to take steps to help prevent a repeat occurrence.

1. Legal framework

This policy has due regard to all relevant legislation and guidance including, but not limited to, the following:

- Computer Misuse Act 1990
- The UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018
- National Cyber Security Centre 'Small Business Guide: Cyber Security'
- National Cyber Security Centre 'Cyber Essentials'
- ICO 'Guide to the UK General Data Protection Regulation (UK GDPR)'
- DfE 'Meeting digital and technology standards in schools and colleges'

This policy operates in conjunction with the following school policies:

- Online Safety Policy
- Data Protection Policy
- Disciplinary Policy and Procedure
- Behaviour Policy
- Cyber Response and Recovery Plan

2. Types of security breach and causes

Unauthorised use without damage to data – involves unauthorised persons accessing data on the school system, e.g. 'hackers', who may read the data or copy it, but who do not actually damage the data in terms of altering or deleting it. This includes unauthorised people within the school, e.g. schools where pupils access systems that staff have left open and/or logged in, or where staff access data beyond their authorisation, as can occur in schools where all staff are given admin-level access for ease.

Unauthorised removal of data – involves an authorised person accessing data, who removes the data to pass it on to another person who is not authorised to view it, e.g. a staff member with authorised access who passes the data on to a friend without authorised access. This is also known as data theft. The data may be forwarded or deleted altogether.

Damage to physical systems – involves damage to the hardware in the school's ICT system, which may result in data being inaccessible to the school and/or becoming accessible to unauthorised persons.

Unauthorised damage to data – involves an unauthorised person causing damage to data, either by altering or deleting it. Data may also be damaged by a virus attack, rather than a specific individual.

Breaches in security may be caused by the actions of individuals, and may be accidental, malicious or the result of negligence:

- Accidental breaches can occur as a result of human error or insufficient training for staff, so they are unaware of the procedures to follow
- Malicious breaches can occur as a result of a hacker wishing to cause damage to the school through accessing and altering, sharing or removing data

Breaches caused by negligence can occur as a result of a staff member knowingly disregarding school policies and procedures or allowing pupils to access data without authorisation and/or supervision.

Breaches in security may also be caused by system issues, which could involve incorrect installation, configuration problems or operational errors:

- The incorrect installation of antivirus software and/or use of outdated software can make the school software more vulnerable to a virus
- Incorrect firewall settings being applied, e.g. unrestricted access to the school network, can allow unauthorised individuals to access the school system
- Operational errors, such as confusion between back-up copies of data, can cause the most recent data to be overwritten

3. Roles and responsibilities

The governing board will be responsible for:

- Ensuring the school has appropriate cyber-security measures in place, including any cyber response and recovery plans.
- Ensuring the school has an appropriate approach to managing data breaches in place.
- Supporting the headteacher and other relevant staff in the delivery of this policy.

- Ensuring the school meets the relevant cyber-security standards.
- Ensuring at least one member of the board completes basic cyber-security training.

The headteacher will be responsible for:

- Ensuring all staff members and pupils are aware of their responsibilities in relation to this policy.
- Ensuring appropriate user access procedures are in place.
- Responding to alerts for access to inappropriate content in line with the Online Safety Policy.
- Organising training for staff members in conjunction with the online safety officer and DPO.
- Appointing an appropriately qualified staff member log of cyber-security incidents is maintained.
- Appointing a cyber recovery team who is responsible for implementing the school's procedures in the event of a cyber-security incident.

The SLT digital lead will be responsible for:

- Ensuring the school is meeting the core cyber security standards as outlined in the DfE's 'Meeting digital and technology standards in schools and colleges'.
- Leading on the strategic oversight of cyber security across the school.
- Working with ICT support to plan, prioritise and review cyber security controls and improvements.
- Coordinating the school's cyber-security risk assessment activity and a termly review of risk.
- Ensuring that cyber risks, vulnerabilities and incidents are escalated appropriately.
- Working with the headteacher, governing board, DPO, DSL and other relevant staff to ensure the school's approach is effective and proportionate.
- Ensure that acceptable use, training, incident reporting, access controls, anti-malware, firewall protection and backup arrangements are reviewed regularly.

The DPO will be responsible for:

- The overall monitoring and management of data security.
- Deciding which strategies are required for managing the risks posed by internet use.
- Leading on the school's response to incidents of data security breaches, including leading the cyber recovery team.
- Ensuring the plans and actions of the school relating to data and cyber security are compliant with data protection laws.
- Assessing the risks to the school in the event of a cyber-security breach.
- Determining which organisations and individuals need to be notified following a data security breach and ensuring they are notified.
- Working with ICT support, online safety officer and headteacher after a data security breach to determine where weaknesses lie and improve security measures.
- Organising training for staff members on data security, network security and preventing breaches.
- Monitoring and reviewing the effectiveness of this policy, alongside the headteacher, and communicating any changes to staff members.

ICT support will be responsible for:

- Maintaining an inventory of all ICT hardware and software currently in use at the school.
- Ensuring any out-of-date software is removed from the school systems.
- Ensuring all software is kept up to date including running security updates/ patches.
- Implementing effective firewalls to enhance network security and ensuring that these are monitored regularly.
- Installing, monitoring and reviewing filtering systems for the school network.
- Setting up user privileges in line with recommendations from the headteacher.
- Maintaining an up-to-date and secure inventory of all usernames and passwords.
- Removing any inactive users from the school system and ensuring that this is always up to date.

- Installing appropriate security software on staff members' personal devices where the headteacher has permitted for them to be used for work purposes.
- Performing a secure back-up of all electronic data held by the school, ensuring detailed records of findings are kept.
- Ensuring state-of-the-art encryption standards are used for all data protected by encryption.
- Ensuring all school-owned devices have secure malware protection and are regularly updated.
- Recording any alerts for access to inappropriate content and notifying the headteacher.

The online safety officer will be responsible for:

- Organising training and resources for staff on online safeguarding risks and preventative measures.
- Taking responsibility for online safety within the school and promoting online safety measures to parents.
- Ensuring the relevant policies and procedures are in place to protect pupils from harm, including the Online Safety Policy.
- Monitoring online safety incidents which could result in data breaches and reporting these to the DPO.
- Acting as the named point of contact within the school on all online safety issues.
- Liaising with relevant members of staff on online safety matters, e.g. the DPO, ICT technician, and headteacher.

The DSL will be responsible for:

- Assessing whether there is a safeguarding aspect to any cyber-security or other data breach incident and considering whether any referrals need to be made.

All staff members will be responsible for:

- Understanding their responsibilities in regard to this policy.
- Undertaking the appropriate training.

- Ensuring they are aware of when new updates become available and how to safely install them.

4. Secure configuration

The school will ensure that all devices, systems and software are securely configured to reduce vulnerabilities and minimise the risk of unauthorised access or cyber-attack.

An inventory will be kept of all ICT hardware and software currently in use at the school, including mobile phones and other personal devices provided by the school. Any changes to the ICT hardware or software will be documented using the inventory and will be authorised by ICT support before use.

All systems will be audited on a termly basis by ICT support to ensure the software is up-to-date.

The school will ensure that security updates and patches are applied in a timely manner. High-risk vulnerabilities will be prioritised and addressed as soon as possible in line with recognised best practice. Unsupported or outdated systems will be replaced or upgraded wherever possible. Where this is not immediately possible, they will be isolated or have restricted access to reduce risk.

All hardware, software and operating systems will require passwords from individual users. Passwords will need to adhere to a specific character length, use special characters, not be obvious or easy to guess, and must not be the same password used on other devices or systems, in line with the school's policy on passwords.

Default configurations on devices and systems will be reviewed and hardened to remove unnecessary features, services and access points. Default passwords will be changed promptly.

Only approved and trusted applications will be installed on school systems. Software will be verified as coming from a known and reliable source.

The school will ensure that browser and email security settings are configured to provide appropriate protection against malicious content and unauthorised changes.

The school will document how systems are configured, including key security settings, and review this regularly.

ICT support will:

- Protect all devices on every network with a correctly configured boundary, or software firewall, or a device that performs the same function.
- Change the default administrator password or disable remote access on each firewall.
- Protect access to the firewall's administrative interface with multi-factor authentication (MFA) or a small, specified IP-allow list combined with a managed password or prevent access from the internet entirely.
- Keep firewall firmware up to date.
- Check monitoring logs to help detect suspicious activity.
- Block inbound unauthenticated connections by default.
- Document reasons why particular inbound traffic has been permitted through the firewall.
- Review reasons why particular inbound traffic has been permitted through the firewall often, change the rules when access is no longer needed.
- Enable a software firewall for devices used on untrusted networks, like public wi-fi.

5. Network security

The school will ensure that its network and digital infrastructure are secure using appropriately configured firewalls, monitoring, and secure configuration controls to prevent unauthorised access and reduce the risk of cyber incidents and attacks.

In line with the UK GDPR, the school will appropriately test, assess, and evaluate any security measures put in place on a termly basis to ensure these measures remain effective.

The school will employ firewalls in order to prevent unauthorised access to the systems.

The school will ensure that:

- All external connections to the network pass through a properly configured boundary firewall.
- Unauthenticated inbound connections are blocked by default.
- Firewall rules are kept to a minimum, documented, risk assessed and reviewed at least termly.

- Any permitted inbound access is justified, recorded and approved.
- Firewall firmware and software are kept up to date and supported.

Access to firewall administration will be restricted to authorised personnel only. Where available, MFA will be used to protect access to firewall management interfaces. Remote access will be restricted to those who require it for maintenance purposes.

The school will ensure that firewall activity is actively monitored. Alerts and logging will be enabled to detect suspicious activity, and logs will be reviewed regularly by ICT support.

All firewall arrangements, whether centrally managed or locally deployed, will meet the minimum-security requirements set out in this policy.

Centralised firewall deployment

The school's firewall will be deployed centrally, which means the broadband service connects to a firewall that is located within a data centre or other major network location.

As the school's firewall is managed by a third-party provider, the firewall management service will be thoroughly investigated by ICT support to ensure that:

- [Configuration changes requested by authorised users are implemented promptly by the provider.
- Security patches, firmware updates and fixes are applied in a timely manner.

6. Malware prevention

The school understands that malware can be damaging for network security and may enter the network through a variety of means, such as email attachments, social media, malicious websites or removable media controls.

The SLT digital lead will be accountable for ensuring that appropriate anti-malware controls are in place and are effective. They will work with ICT support to review risks, monitor effectiveness and ensure that malware protection arrangements meet the school's needs.

ICT support will ensure that all school devices have secure anti-malware protection and undergo regular malware scans in line with specific requirements. Anti-malware software will be kept up to date with the latest security updates and definitions and will be centrally managed and actively monitored.

Anti-malware protection will be deployed across all devices, including servers and any cloud-based systems managed by the school.

The SLT digital lead will ensure that filtering and monitoring arrangements are effective and aligned with safeguarding and cyber security requirements.

The school's filtering provider will be:

- A member of Internet Watch Foundation (IWF).
- Signed up to Counter-Terrorism Internet Referral Unit list (CTIRU).
- Effective at blocking access to illegal content.

The filtering system will be able to identify technologies and techniques that allow users to get around the filtering such as VPNs and proxy services and block them, and provide alerts when any web content has been blocked

Filtering of websites will ensure that access to websites with known malware are blocked immediately and reported to ICT support.

The school will use mail security technology, which will detect and block any malware that is transmitted by email. This will also detect any spam or other messages which are designed to exploit users. ICT support will ensure that mail security technology is actively monitored, maintained and kept up to date to detect and block malicious content and phishing attempts.

Only approved applications from trusted sources will be installed on school devices. This will be subject to appropriate approval and oversight. Where apps are installed, ICT support will keep up to date with any updates, ensuring staff are informed of when updates are ready and how to install them.

The school will use anti-malware software that:

- Is set up to scan files upon access, when downloaded, opened, or accessed from a network folder.
- Scans web pages as they are accessed.
- Prevents access to potentially malicious websites, unless risk-assessed, authorised and documented against a specific business requirement.

The school will configure its network and systems to minimise the spread of malware and protect critical systems from infection.

7. User privileges and passwords

The school will ensure that user accounts and access privileges are controlled effectively so that pupils, staff and third parties only have access to the systems, services and data they need.

The school will ensure that all users are authenticated through unique user accounts and credentials before being granted access to devices, systems or services.

The school will apply the principle of least privilege. Access to systems, data and administrative functions will be granted only where it is necessary for the user's role. Access rights will be proportionate, documented where appropriate, and reviewed regularly.

The school will ensure that ICT support works with the headteacher, SLT digital lead, SBM and other relevant staff to operate a clear process for joiners, movers and leavers. This process will ensure that:

- Accounts are created only where authorised.
- Access rights are appropriate to role and responsibility.
- Changes in role lead to a review of access permissions.
- Accounts are disabled promptly when a user leaves or no longer requires access.
- Unused, dormant, guest and unnecessary administrator accounts are removed or disabled.

The school will ensure that privileged or administrative access is more tightly controlled than standard user access. Administrative accounts will:

- Only be provided to authorised users who need them.
- Not be used for routine day-to-day activities such as email or general browsing.
- Be separate from standard user accounts wherever possible.
- Be subject to enhanced monitoring and stronger security controls.

Changes to administrative privileges will be approved through an appropriate school process. Emergency access arrangements will be documented so that critical systems can still be accessed if key ICT personnel are unavailable.

The school will ensure that passwords are managed securely. ICT support will:

- Enforce password strength at system level.
- Use measures such as deny lists or technical controls to prevent use of common or easily guessed passwords.
- Ensure passwords are protected by restricting repeated failed login attempts.
- Require passwords to be changed immediately where compromise is suspected or confirmed.
- Ensure default passwords on devices, systems and services are changed promptly.

The school will not rely on routine password changes unless there is a specific security reason to do so. Password resets will instead be driven by risk, compromise, technical need or account management processes.

Where younger pupils, pupils with SEND, or users with accessibility needs require alternative login arrangements, the school will implement proportionate solutions that support security while enabling access.

The school will ensure that MFA is used for senior leaders, ICT support staff, and staff who access confidential, financial, personal or sensitive personal data. The school will also require MFA for remote access and, where appropriate, for cloud services and other higher-risk systems.

Where MFA is not available, the school will ensure that alternative strengthened security measures are applied.

The school will ensure that remote access is only enabled where required and is restricted to authorised users. Remote access arrangements will be secured appropriately and reviewed regularly.

The school will review user accounts and access privileges at least termly to identify:

- Accounts that are no longer required.
- Inappropriate access levels.
- Missed joiner, mover or leaver changes.
- Privileged access that is no longer justified.

The school will keep arrangements for password security, authentication and access control under regular review to ensure that they remain effective and proportionate to risk.

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8. Monitoring usage

Monitoring user activity is important for the early detection of attacks and incidents, as well as inappropriate usage by pupils or staff. The school will inform all pupils and staff that their usage will be monitored, as well as how it is being monitored and why, in accordance with the school's Online Safety Policy.

If a user accesses inappropriate content or a threat is detected, an alert will be sent to ICT support. Alerts will also be sent for unauthorised and accidental access. Alerts will identify the user, the activity that prompted the alert, and the information or service the user was attempting to access.

ICT support will record any alerts using an incident log and will report this to the DPO. The DPO will then inform the headteacher and online safety officer as appropriate. All incidents will be responded to in accordance with the 'Data security breach incidents' section of this policy, and as outlined in the Online Safety Policy.

ICT support will ensure that websites are filtered on a **weekly** basis for inappropriate and malicious content. Any member of staff or pupil that accesses inappropriate or malicious content will be recorded in accordance with the monitoring process in the 'Data security breach incidents' section of this policy.

All data gathered by monitoring usage will be kept **on a secure shared drive** for easy access when required. This data may be used as a method of evidence for supporting a not-yet-discovered breach of network security. In addition, the data may be used to ensure the school is protected and all software is up to date.

9. Removable media controls

The school understands that pupils and staff may need to access the school network from outside the school premises. Effective security management will be established to prevent access to, or leakage of, data, as well as any possible risk of malware.

ICT support will encrypt all school-owned devices for personal use, such as laptops, USB sticks, mobile phones and tablets, to ensure that they are password protected. If any portable devices are lost, this will prevent unauthorised access to personal data.

Before distributing any school-owned devices, ICT support will ensure that manufacturers' default passwords have been changed. A set password will be chosen, and the staff member will be prompted to change the password once using the device. ICT support will check school-owned devices on a **termly** basis to detect any unchanged default passwords.

When using laptops, tablets and other portable devices, the headteacher will determine the limitations for access to the network, as described in the 'Network security' section of this policy.

Staff who use school-owned laptops, tablets and other portable devices will use them for work purposes only, whether on or off the school premises. Staff will avoid connecting to unknown Wi-Fi hotspots, such as in coffee shops, when using any school-owned laptops, tablets or other devices, or when accessing school networks.

The online safety officer will use encryption to filter the use of websites on school-owned devices in order to prevent inappropriate use and external threats which may compromise network security when bringing the device back onto the premises. The school uses tracking technology on school-owned devices where possible to support retrieval if they are lost or stolen. Users should be aware that this means the location of the device may be tracked.

All data will be held on systems centrally in order to reduce the need for the creation of multiple copies, and/or the need to transfer data using removable media controls.

The Wi-Fi network at the school will be password protected and will only be given out as required. Staff and pupils are not permitted to use the Wi-Fi for their personal devices, such as mobile phones or tablets, unless agreed prior to usage. A separate Wi-Fi network will be established for visitors at the school to limit their access to school networks and any other applications which it is not necessary for them to access.

10. Home working and remote learning

Staff and pupils will adhere to data protection legislation and the school's related policies when working remotely.

Staff will receive **annual** training regarding what to do if a data protection issue arises from any home working or remote learning.

Wherever possible, personal data will not be taken home by staff members for the purposes of home working, due to the risk of data being lost or the occurrence of a data breach.

Staff and pupils may be required to use their own devices for the duration of the remote working or learning period. Any user on a personal device will need to access the school system

through a proxy, e.g. VPN. Using a shared personal or household device for school purposes should be avoided where possible; however, the school understands that this may not always be possible.

Staff and pupils are not permitted to let their family members or friends use any school equipment, in order to protect the confidentiality of any personal data held on the device. Any staff member found to have shared personal data without authorisation will be disciplined in line with the Disciplinary Policy and Procedure. This may also result in a data breach that the school would need to record and potentially report to the Information Commissioner's Office (ICO).

Staff who require access to personal data to enable them to work from home will first seek approval from the headteacher, and it will be ensured that the appropriate security measures are in place by ICT support and the DPO, e.g. secure passwords and anti-virus software.

Staff will be informed that caution should be exercised while accessing personal data if an unauthorised person is in the same room. If a member of staff needs to leave their device unattended, the device should be locked. School devices will automatically lock after **one minute** of inactivity to avoid an unauthorised person gaining access to the device. Where staff are using a personal device, they will be advised that a similar function should be implemented.

Personal data should only be transferred to a home device if this is necessary for the member of staff to conduct their role. When sending confidential information, staff must never save confidential information to a personal or household device. Data that is transferred from a work to a home device will be encrypted so that if any data is lost, stolen or subject to unauthorised access, it will remain safe until it can be recovered.

To ensure reasonable precautions are taken when managing data, staff will avoid:

- Keeping personal data on unencrypted hard drives.
- Sending work emails to and from personal email addresses.
- Leaving logged-in devices and files unattended.
- Using shared home devices where other household members can access personal data.
- Using an unsecured Wi-Fi network.

Staff working from home will be encouraged and enabled to go paperless, where possible, as paper files cannot be protected digitally and may be misplaced. If sensitive data is taken off

the school premises to allow staff to work from home, it will be transported in a lockable bag or container. The school's procedures for taking data off the school premises will apply to both paper-based and electronic data.

Staff will be expected to exercise particular vigilance when using school ICT equipment outside the workplace. Appropriate precautions will be taken, as required from time to time, to prevent the importation of viruses or the compromise of system security.

The system may contain information that is confidential and/or subject to data protection legislation. Such information will be managed with the utmost care and in strict accordance with the school's Data Protection Policy.

All staff working remotely will be required to comply fully with this policy and the Data Protection Policy at all times.

Staff should avoid taking physical copies of data, e.g. paper documents, off school premises unless absolutely necessary, such as when a digital version of the data does not exist. When taking physical copies of data off the school premises, staff will sign out the documents at the school office. The physical data will be signed back in when staff return it.

Pupils will not be permitted to use school-owned devices or software for activities that do not pertain to their online education, e.g. use of social media, gaming, streaming or viewing content that is not applicable to their curriculum. Pupils will also not be permitted to download any software onto school devices, unless instructed to and approved by their teacher.

Pupils will not alter the passwords or encryptions protecting school documents and systems put in place by the school. Pupils will not alter or disable any security measures that are installed on school devices, e.g. firewalls, malware prevention or anti-virus software. Pupils will not share any confidential and/or personal information made accessible to them, e.g. VPN passwords, with anyone who is not authorised to view that information.

Pupils that do not use school devices or software in accordance with this policy will be disciplined in line with the Behavioural Policy.

Pupils must report any technical issues to their teacher as soon as possible. Parents and pupils will be encouraged to contact the online safety officer if they wish to report any concerns regarding online safety.

Any devices that are used by staff and pupils for remote working and learning will be assessed by ICT support prior to being taken to the home setting, using the following checks:

- System security check – the security of the network and information systems
- Data security check – the security of the data held within the systems
- Online security check – the security of any online service or system, e.g. the school website
- Device security check – the security of the personal device, including any 'bring your own device' systems

ICT support will provide staff and pupils with details and instructions for accessing the school network that they will be using throughout the duration of the remote working and learning period.

In the event that a staff member or pupil decides to leave the school permanently, all data in any form will be returned on or before their last day. ICT support will then ensure that the said staff member or pupil no longer has access to the school network.

11. Backing up data

The school will maintain a documented backup and recovery approach to ensure that important systems and data can be restored in the event of accidental loss, corruption, system failure, cyber incident or attack.

The school will ensure that its backup arrangements support business continuity, disaster recovery and safeguarding requirements.

The SLT digital lead will oversee the school's backup strategy and will work with ICT support, the DPO, the DSL, and relevant business staff to identify which systems and data are most critical to the continued operation of the school.

The school will identify:

- What data and systems need to be backed up.
- Which systems and records are critical to safeguarding, teaching, finance, operations and statutory duties.
- How quickly systems and data need to be restored following an incident.
- How current restored data needs to be in order to support school operations.

- How long different categories of backed-up data should be retained in line with statutory requirements and retention schedules.

ICT support will ensure that the school maintains at least three copies of important data, on at least two separate devices or platforms, with at least one copy held off-site.

Where possible, the school will ensure that backups are immutable so that they cannot be altered once created. This will help reduce the risk of ransomware, malicious interference or accidental corruption affecting backup integrity.

The school will ensure that backups are protected appropriately. This will include:

- Restricting access to backups to authorised personnel only.
- Securing backup systems and storage locations.
- Encrypting backup data where appropriate.
- Ensuring that physical backup media is stored securely.
- Ensuring that physical backups are never taken to a private home.

The school will maintain records of backup arrangements, including what is backed up, where it is stored, how often backups run, how long data is retained, and when restoration testing has been completed.

The school will assess backup and restoration arrangements at least termly, and more frequently where there is a significant service or systems change. Testing will confirm that data can be recovered successfully and within an appropriate timeframe.

The school will keep a record of restoration tests and any issues identified. Where weaknesses are found, the school will take remedial action promptly.

The school will review its backup strategy annually, and sooner if there is:

- A major change to systems, services or infrastructure.
- A significant cyber incident or attack.
- A change to legal, safeguarding or operational requirements.

The school will ensure, wherever possible, that backed-up data can be restored to a wide range of supported devices and systems and is not dependent on a single item of hardware.

The school will also ensure that unnecessary data is deleted or archived in line with retention requirements so that backup sets remain manageable and recovery processes remain effective.

Where cloud services are used, the school will ensure that backup arrangements are understood clearly and do not rely solely on supplier defaults where these are insufficient to meet the school's operational, safeguarding or compliance needs.

12. Avoiding phishing attacks

ICT support will configure all staff accounts using the principle of 'least privilege' – staff members are only provided with as much rights as are required to perform their jobs.

Designated individuals who have access to the master user account will avoid browsing the web or checking emails whilst using this account. Multi-factor authentication will be used on any important accounts, such as the master user account, or any key accounts, such as the headteacher's or SBM's accounts.

Staff will use the following warning signs when considering whether a communication may be unusual:

- Is it from overseas?
- Is the spelling, grammar and punctuation poor?
- Is the design and quality what you would expect from a large organisation?
- Is it addressed to a 'valued customer', 'friend' or 'colleague'?
- Does it contain a veiled threat that asks the staff member to act urgently?
- Is it from a senior member of the school asking for a payment?
- Is it from a supplier advising of a change in bank account details for payment?
- Does it sound too good to be true? It is unlikely someone will want to give another individual money or access to another service for free.
- Is it from a generic email address, such as Gmail or Hotmail?

ICT support will ensure that an appropriate email filtering system is used to identify which emails would be classed as junk or spam, applied in accordance with the 'Malware prevention'

section of this policy. ICT support will ensure that the filtering system is neither too strict nor too lenient, to allow the correct emails to be sent to the relevant folders.

ICT support will train staff and pupils (where relevant) on phishing attacks (as part of user training and awareness) and will encourage them to report any suspicious emails they suspect as phishing to ICT and/or other relevant contacts within the school.

ICT support will also conduct phishing simulations throughout the year and record the statistics relating to those who reported the phishing and those who clicked the links. These statistics will be reported to the headteacher.

13. Social media and website data

To prevent anyone having access to unnecessary personal information, the DPO will ensure the school's social media accounts and websites are reviewed on a **termly** basis, making sure that only necessary information is shared. The headteacher and DPO will ensure the school's Social Media Policy includes expectations for sharing of information and determines what is and is not appropriate to share.

The headteacher will ensure parents, pupils, staff and other members of the school community are aware of acceptable use of social media and the information they share about the school and themselves.

14. User training and awareness

The DPO and headteacher will arrange training for pupils and staff on a **termly** basis to ensure they are aware of how to use the network appropriately. This will cover identifying irregular

The school will recognise that well-informed users are a critical line of defence against cyber security threats. As many cyber incidents exploit common behaviours and everyday use of technology, the school will prioritise raising awareness and delivering effective cyber security training to pupils, staff and relevant stakeholders.

The school will implement a comprehensive training and awareness programme to:

- Reduce the risk of cyber incidents and attacks.
- Safeguard pupils and staff, particularly where personal data is involved.
- Foster a culture in which pupils and staff feel confident identifying and reporting risks

- Promote a clear understanding of acceptable use of digital technology and reinforce expected behaviours.
- Ensure that cyber incidents, risks and breaches are identified and reported promptly to minimise impact.

The school will acknowledge that a lack of awareness and understanding of cyber risks may lead to safeguarding concerns, data breaches, and disruptive or costly cyber incidents. To mitigate these risks, the school will establish strong foundations through an acceptable use policy and structured training provision.

Roles and Responsibilities

The headteacher will be accountable for ensuring that this standard is met. They will work in collaboration with the SLT digital lead, who will coordinate the development, implementation and review of the acceptable use policy and associated training.

The SLT digital lead will work with:

- ICT support to develop, maintain and review the acceptable use policy and identify training needs based on trends and incidents
- Relevant ICT leads within wider organisations to ensure alignment and compliance.
- The DPO to identify and address data-related risks and advise on data protection training requirements.
- The DSL to ensure that all policies and training support the safety and wellbeing of pupils and staff.
- The governing board to review and approve the acceptable use policy.

Where internal expertise is insufficient, the school will seek support from external providers or invest in appropriate training for ICT staff to ensure the necessary level of competence.

Acceptable Use Policy

The school will develop, implement and regularly review an acceptable use policy that clearly defines appropriate and inappropriate use of digital systems and data.

The school will ensure that:

- All users with access to the school network or data are made aware of and agree to the acceptable use policy
- The policy is reviewed regularly to reflect emerging risks and organisational needs.
- Pupil agreements or contracts incorporate relevant elements of the acceptable use policy and are issued at the start of each academic year.

Training and Awareness Provision

The school will deliver regular and up-to-date cyber security training and awareness activities. Training will be provided at least annually, and more frequently where specific risks are identified.

The school will ensure that training is coordinated by the SLT digital lead in collaboration with ICT support, the DPO and the DSL, and will be provided to all pupils and staff, at least one governor, and any additional users with system access.

Training will be age-appropriate and tailored to the school's risk profile. It will include, but not be limited to:

- Recognising and responding to phishing and other social engineering attacks.
- Maintaining strong password security.
- Understanding online safety risks.
- Avoiding unsafe or inappropriate websites that may contain malware.
- Ensuring the physical security of devices.
- Understanding the risks associated with removable media such as USB devices.
- Using MFA.
- Recognising and reporting cyber incidents and data breaches.
- Understanding data protection responsibilities, with enhanced training for higher-risk roles.

Where applicable, the school will ensure that relevant users complete National Cyber Security Centre (NCSC) training annually and will retain evidence of completion.

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15. Cyber-security incidents

All cyber-security incidents will be managed in line with the school's Cyber Response and Recovery Plan.

The school will ensure that all cyber incidents, attacks, suspected compromises and near misses are reported promptly, recorded appropriately and managed effectively.

The school will recognise that educational institutions, including schools, continue to be targeted by cybercriminals, and will implement appropriate measures to mitigate associated risks.

All staff and pupils will be responsible for reporting any suspected cyber risk, incident or attack immediately to ICT support and the SLT digital lead. This will include, but is not limited to, phishing attempts, suspicious emails, malware alerts, unauthorised access, unusual system behaviour, or lost or stolen devices.

The school is aware that the government proposes to ban ransom payments by public sector organisations, including schools, and to introduce mandatory cyber-incident reporting through the forthcoming Cyber Security and Resilience Bill. Once these measures are formally enacted, the school will update this policy to ensure full compliance.

Any individual that discovers a cyber-security incident will report this immediately to ICT support and the SLT digital lead. The DPO and DSL will be informed where personal data or safeguarding concerns may be involved.

On identification of a cyber incident, the school will activate its Cyber Response and Recovery Plan and take immediate steps to contain the risk and protect systems and data.

When an incident is raised, the DPO will record the following information:

- Name of the individual who has raised the incident
- Description and date of the incident
- Description of any perceived impact upon and level of risk to individuals including the type of data involved in the incident
- Description and identification codes of any devices involved, e.g. school-owned laptop
- Location of the equipment involved
- Contact details for the individual who discovered the incident

- Whether the incident needs to be reported to the relevant authorities, e.g. the ICO or police

The school's DPO will take the lead in investigating the incident, with assistance from the cyber recovery team, and will be allocated the appropriate time and resources to conduct this. The DPO, as quickly as reasonably possible, will ascertain the severity of the incident and determine if any personal data is involved or has been compromised. The DPO will oversee a full investigation and produce a comprehensive report. The cause of the incident, and whether it has been contained, will be identified – ensuring that the possibility of further loss or jeopardising of data is eliminated or restricted as much as possible.

If the DPO determines that the severity of the security breach is low, the incident will be managed in accordance with the following procedures:

- In the event of an internal breach, the incident is recorded using an incident log, and by identifying the user and the website or service they were trying to access
- The headteacher will issue disciplinary sanctions to the pupil or member of staff who caused the breach, in accordance with the Behavioural Policy or Disciplinary Policy and Procedure
- The school will work with the third-party provider to provide an appropriate response to the attack, including any in-house changes
- The school will organise updated staff training following a breach
- Any further action which could be taken to recover lost or damaged data will be identified – this includes the physical recovery of data, as well as the use of back-ups

If the DPO determines that the severity of the security breach is high, the incident will be managed in accordance with the following procedures further to the above procedures (where applicable):

- The DPO will work with the internal and external breach response team including ICT technician, the headteacher and other relevant staff to immediately investigate the breach, its source, the method of attack and which systems and data have been affected.
- Compromised or suspected compromised systems will be isolated from the network and taken offline.

- The DPO will keep a record of any personal data breaches along with whether the ICO and individuals were notified along with the reasons for this.
- Retrieving any lost, stolen or otherwise unaccounted for data.
- Restricting access to systems entirely or to a small group.
- Backing up all existing data and storing it in a safe location.
- Reviewing basic security, including:
    - Changing passwords and login details on electronic equipment.
    - Ensuring access to places where electronic or hard data is kept is monitored and requires authorisation.
- The school will cooperate in a timely manner with the relevant regulators and law enforcement bodies to investigate the breach.
- Communications with staff, pupils, parents and any other interested parties will be carried out only in accordance with the strategy agreed with breach response team.
- Immediate steps will be taken to remediate the breach by securing and restoring affected systems and ensuring the necessary security measures are taken.
- All lost personal data should be recovered as soon as possible from backups.
- The relevant internal stakeholders of the school will be informed and updated of the breach.

Where appropriate, e.g. if offences have been committed under the Computer Misuse Act 1990, the DPO will inform the police of the security breach.

The school will be required to report any personal data breaches to the ICO where there is a likelihood of risk to individuals' rights and freedoms. Where the DPO determines that such a risk is unlikely, the breach will not be reported; however, the school will document the breach in full and justify the decision not to report.

The DPO will notify the ICO within 72 hours of becoming aware of a breach where it is likely to result in a risk to the rights and freedoms of individuals.

The UK GDPR recognises that it will not always be possible to investigate a breach fully within 72 hours. The information required can be provided in phases, as long as this is done without undue further delay.

In line with the UK GDPR, the following will be provided to the ICO when reporting a personal data breach:

- A description of the nature of the breach, including, where possible:
    - The categories and approximate number of individuals concerned
    - The categories and approximate number of personal data records concerned
- The name and contact details of the DPO
- A description of the likely consequences of the breach
- A description of the measures taken, or proposed to be taken, to deal with the breach
- A description of the measures taken to mitigate any possible adverse effects, where appropriate

The school will report a personal data breach via the ICO website. The school will also make use of the ICO's self-assessment tool to determine whether reporting a breach is a necessary next step.

Where a breach is likely to result in a high risk to the rights and freedoms of individuals, the DPO will notify those concerned directly of the breach without undue delay.

Where appropriate, the school will report cyber incidents or attacks to relevant external bodies.

This will include:

- Report Fraud, for fraud, cyber-crime or ransomware incidents.
- The DfE sector cyber team.
- The National Cyber Security Centre (NCSC), where incidents result in significant disruption, multiple schools being affected, or serious financial impact.
- The school's cyber insurance provider or risk protection arrangement (RPA), where applicable.

The school will ensure that external reporting is conducted promptly and in line with national guidance and any legal or contractual obligations.

[The school will ensure that all staff and pupils understand how to report cyber incidents and feel confident and supported in doing so. Clear reporting routes will be communicated through training and awareness activities.

The DPO and ICT technician will assess all systems to ensure they are functioning normally, and the incident will only be deemed 'resolved' when it has been assured that the school's systems are safe to use.

16. Assessment of risks

The school will ensure that staff, and where appropriate pupils, understand the risks associated with their hardware, software and data to properly mitigate and defend against any potential cyber incidents or attacks.

Cyber risks will be assessed to:

- Understand how to keep pupils, staff and the wider school community safe.
- Understand how prepared the school is in response to a cyber incident or attack.
- Highlight weaknesses and put processes in place to help reduce risk.
- Secure systems to make sure they are more resilient to cyber incidents and attacks.
- Assist in the preparation of a cyber response plan that can be implemented quickly in the event of serious incident to minimise any impact to the school.

The SLT digital lead will be responsible for coordinating activity in relation to conducting a Cyber-security Risk Assessment.

The SLT digital lead will work with:

- ICT support to review the outcomes of discussions with key staff and action them within the risk assessment.
- The DPO, who will provide advice on any risks around data processes to ensure personal and sensitive personal data is secure.
- Facilities or estate management to identify any physical security risks that could create problems for core systems and data, e.g. a door that will not lock on a server room.
- The headteacher, who will make decisions on action suggested by the SLT digital lead and ICT support.

- The SBM, who will help budget and plan for any changes needed, update the risk register, and buy in any additional services needed.
- The governing board for oversight and strategic risk management.

The school will ensure any outsourced ICT support meets the cyber security core standard of the DfE's 'Meeting digital technology standards in schools and colleges'. As part of this, the school will ascertain whether they are certified with Cyber Essentials or Cyber Essentials Plus.

The SLT digital lead and ICT support will regularly review digital technology assets and any related cyber security risk, and check that all digital technology is licensed, supported and updated.

The SLT digital lead will work with the DPO to:

- Complete a record of processing activities for all new and current systems storing or processing personal and sensitive data.
- Assess staff access and permissions to systems and data and check password policies.
- Check that email systems are set up to be secure and reduce the risk of third parties being able to send imitation emails.

The SLT digital lead will collect information from other relevant staff members to:

- Understand what the greatest cyber risks are and establish the likelihood of these happening, and the potential impact.
- Capture how many cyber incidents or attacks have already occurred and what they are in order to understand common themes and where to improve.
- Identify any pupil or staff behaviour that may pose a risk and could expose the school to a cyber incident or attack.

The SLT digital lead will work with the SBM, estate management and ICT support to:

- Create a simple reporting structure for cyber risks to be captured, escalated and actioned.
- Maintain documentation and the business continuity plan in at one or more locations.
- Flag any risks or issues identified to governors as part of the risk management process.
- Put a cyber response plan in place.

The school will ensure that appropriate insurance is in place to minimise costs in the event of a cyber incident or attack.

Risk assessments will be completed as soon as possible and repeated annually or in the event of significant technology or process changes, or an incident or attack.

Risk assessments will be revisited every term by relevant staff members to highlight vulnerabilities and actions that may be needed to minimise them.

In the event of a cyber-security incident or attack, the following questions will be considered by the DPO to fully and effectively assess the risks and to help take the next appropriate steps. All relevant questions will be clearly and fully answered in the DPO's report, which should record:

- What type of, and how much, data is involved?
- How sensitive is the data? Sensitive data is defined in the UK GDPR; some data is sensitive because of its very personal nature (e.g. health records) while other data types are sensitive because of what might happen if it is misused (e.g. bank account details).
- Is it possible to identify what has happened to the data – has it been lost, stolen, deleted or tampered with?
- If the data has been lost or stolen, were there any protective measures in place to prevent this, such as data and device encryption?
- If the data has been compromised, have there been effective measures in place that have mitigated the impact of this, such as the creation of back-up tapes and spare copies?
- Have individuals' personal data been compromised – how many individuals are affected?
- Who are these individuals – are they pupils, staff, governors, volunteers, stakeholders, suppliers?
- Could their information be misused or manipulated in any way?
- Could the data be used to commit identity fraud?
- Could harm come to individuals? This could include risks to the following:
    - Physical safety
    - Emotional wellbeing

    - Reputation
    - Finances
    - Identity
    - Private affairs becoming public

- Are there further implications beyond the risks to individuals? Is there a risk of loss of public confidence and/or damage to the school's reputation, or risk to the school's operations?
- Who could help or advise the school on the breach? Could the LA, external partners, authorities, or others provide effective support?
- Does the breach need to be reported to the ICO? If so, has it been successfully reported without undue delay?

In the event that the DPO, or other persons involved in assessing the risks to the school, are not confident in the assessment of risk, they will seek advice from the ICO.

17. Consideration of further notification

The DPO will consider whether there are any legal, contractual or regulatory requirements to notify individuals or organisations that may be affected or who will have an interest in data security.

The DPO will assess whether notification could help the individual(s) affected, and whether the individual(s) could act on the information provided to mitigate risks, e.g. by cancelling a credit card or changing a password. In line with the 'Data security breach incidents' section of this policy, if a large number of people are affected, or there are serious consequences, the ICO will be informed.

The DPO will consider who to notify, what to tell them and how they will communicate the message, which may include:

- A description of how and when the breach occurred and what data was involved.
- Details of what has already been done to respond to the risks posed by the breach.
- Specific and clear advice on the steps they can take to protect themselves, and what the school is willing to do to help them.

- A way in which they can contact the school for further information or to ask questions about what has occurred.

The DPO will consider, as necessary, the need to notify any third parties, such as the police, insurers, professional bodies, funders, trade unions, website and/or system owners, banks and/or credit card companies, who can assist in helping or mitigating the impact on individuals.

18. Evaluation

The DPO will document all the facts regarding the breach, its effects and the remedial action taken. This should be an evaluation of the breach, and what actions need to be taken forward.

The DPO will consider the data and contexts involved, establish the root of the breach, and where any present or future risks lie, taking into consideration whether the breach is a result of human or systematic error and see how a recurrence can be prevented.

The DPO and headteacher will identify any weak points in existing security measures and procedures. The DPO will work with ICT support to improve security procedures wherever required. The DPO and headteacher will identify any weak points in levels of security awareness and training.

The DPO will report on findings and implement the recommendations of the report after analysis and discussion.

19. Monitoring and review

This policy will be reviewed by the headteacher and the DPO on an **annual** basis. The next scheduled review date for this plan is **September 2027**

The DPO will be responsible for monitoring the effectiveness of this policy, amending necessary procedures and communicating any changes to staff members.