

The iCT4 'must' do list of actions for schools and multi-academy trusts:



ENFORCE:

All staff must have 'Multi Factor Authentication' for any online service – whether that's Microsoft (Office) 365, Google, or Apple. This is where your data increasingly lives, and unless you protect it, it's open to anyone who can guess your password.



CHECK:

Conditional Access: Can your ICT provider implement controls that prevent access to your cloud data from overseas or known 'bad actor' states/locations?



CONDUCT:

Regular Cyber Training: Annual isn't enough – we'd recommend following the attached on a termly basis to ensure all staff are up to date with cyber 'best practise': <https://www.ncsc.gov.uk/information/cyber-security-training-schools>



CERTIFY:

Consider gaining 'Cyber Essentials' certification, a government-backed scheme that helps schools and businesses consider and improve their security position: <https://www.ncsc.gov.uk/cyberessentials/overview>



SCAN:

Speak to your ICT team or provider about how they/we can scan for vulnerabilities, as outlined here: <https://www.ncsc.gov.uk/collection/vulnerability-management/guidance>



PROTECT:

Speak to your ICT team or provider about the protection on all devices and your network. Are all devices protected with encryption and ransomware/endpoint protection, is this actively monitored or just a reactive service



RECOVER:

Ensure backups are reliable, tested and crucially 'offline' – this means that a copy of your data is 'somewhere else', stored safely away from normal systems and separate from your network.



PLAN:

Draft an Incident Response Plan with your ICT provider's input – develop and test it, ensuring you know exactly what to do if the worst happened. If your first impression is 'I'd call my ICT team' then this is a good indicator that your plan is not advanced enough and needs more detail as well as regular testing.



INSURE:

Are you a member of the Risk Protection Arrangement (RPA)?

Check you are covered and ensure you can evidence you have met all pre-requisites for insurance: <https://buyingforschools.blog.gov.uk/2023/02/06/rpa-members-if-an-incident-were-to-happen-is-your-school-cyber-secure-and-are-you-covered/>