HANDY CHECKLIST TO PREVENT CYBER ATTACKS

You can never entirely eliminate the risk that cyber crime will affect your organisation. What you can do, however, is try to reduce that risk wherever possible. The following 8 tips will help keep your school safe. How many can you tick off this checklist?

- ☐ **Use anti-virus software.** Make sure all laptops and other devices used by students and teachers are protected by anti-virus software to prevent them from accidentally downloading malware.

- ☐ **Implement a password policy**. Have teachers and students change their passwords every three months. Set certain criteria for password composition. And no: changing "superman09" to "superman10" is not acceptable ☺

- ☐ **Never ignore software updates**. One of the purposes of updates is to keep you and your school safe. Check that software installed on laptops, touchscreens displays and other devices used by teachers and students is up-to-date and allow automatic updates.

- ☐ **Always lock devices when not in use** - This prevents unauthorised use. This applies to laptops but also to touchscreens used in classrooms. These are easy to lock using an NCF card reader or fingerprint scanner.

- ☐ **Secure your internet connection**. Besides students and teachers, devices are also using the internet increasingly. Smart devices automatically connect to exchange data, and this represents a risk. Make sure your network is secure and only grant internet access where necessary.

- ☐ **Check third parties thoroughly.** Make sure all external platform providers and other third parties you work with at the school have digital security as a top priority.

- ☐ **Continuously monitor the systems**. Hackers don't stop at the end of a school day, on weekends or during school holidays. Ensure your systems are constantly monitored and analyse all your systems for any unusual activity that could indicate an attack.

- ☐ **Raise awareness**. A safe learning environment is not the sole responsibility of the ICT manager and school director. Organise regular sessions for students and teachers so that everyone is kept up-to-date on the latest cyber threats and trends.