

# Top 10 Tips For Protecting Your School Data

## 1. Password strength

Passwords are often neglected, duplicated and undervalued. Yes your emails are important! Not only should you use a mixture of upper and lowercase letters, both numbers and symbols add an extra level of complexity. A little '8', '%' or '#' could make all the difference!

## 2. Email attachments

One of the rising attacks involves the hackers purporting to be somebody, or a business that you know and trust. ALWAYS check the details of the sender.

## 3. OS suitability

One of the main reasons for the recent up-rise in ransomware attacks is outdated operating systems. As Windows and other operators move toward newer and more advanced systems, older hardware has been left to the side, with no more security updates.

## 4. Staff Training

In a constantly evolving, technological world, it's very easy to find yourself left behind. Schools have a duty to ensure teachers are somewhat up-to-date with relevant technology.

## 5. Email Attachment Scanner

Any email attachment you receive should pass through a filter. If it doesn't, this is quite serious negligence. You hold the key to a wealth of personal and sensitive information.

## 6. Secure wifi (no personal devices)

In a closed environment, schools and organisations in general can control security quite easily, however with wifi accessed by any mobile or personal laptop, a certain amount of integrity is always lost.

## 7. No memory sticks

Whatever you call it, a fob, usb stick, memory pen. They should be banned!

## 8. Data Protection Policy

All teachers should ideally receive training on best practices when it comes to data protection. The families and students, whose data we manage rely on our professionalism and discretion and schools should treat this data accordingly.

## 9. Be honest!

Should you click on something, or download something suspect, time is of the essence! Your instincts will tell you to shut down the computer! The most important thing, is that the computer is disconnected from the internet.

## 10. If in doubt get out!

If you have a "that's strange" moment more than once in a session, and you have a bad feeling.. then trust your instincts. Go and seek help, and follow school procedure.