








































Password and Access

Have all the staff had a network password reset at least termly?			
Have user access permissions been reviewed? MIS, Network, Email, safeguarding concerns, SEND records and other sensitive data			
Have all staff devices that store personal data been encrypted?			
Are the administrative (server) passwords up-to-date and stored in the school safe?			
Is there a guest login for visitors/supply teachers?			
Notes			

Filtering and Monitoring

Does the school have a filtering service that is designed for educational use? ¹			
Is the filtering log monitored and appropriate action recorded where required?			
Does the school employ user-based filtering?			
Are there any devices that do not use the school's filtered internet feed?			
Notes			

Software Updates



















Have all the devices had the latest Operating System updates applied? ²			
Have all the software/apps been updated to the latest version available?			
Do all devices have the latest virus protection software?			
Are the software licenses for the software valid and current?			
Notes			

¹ <https://www.saferinternet.org.uk/advice-centre/teachers-and-school-staff/appropriate-filtering-and-monitoring>










² Machines running old OS which present security issues, such as XP should be immediately updated to a new operating system

Questions for technical support (Security and Online Safety)













Device Management

Are users prevented from downloading programs and apps onto devices?			
Does the school have secure cloud or remote access system to remove the requirement for memory sticks/external hard drives?			
Is there a systematic back up of school data?			
Has a restore been tested? (covering both MIS and file server)			
Is a system in place to protect data being accessed on lost or stolen devices?			
Is there a list of all school devices and are they security marked?			
Notes			
















Connectivity

Have there been any connectivity issues (WAN, LAN Wireless)? Are these logged?			
Have actions been taken to address connectivity incidents?			
Is the infrastructure resilient to malicious attack?			
Notes			




Technical Staff (including teachers with IT responsibilities)

Are there clear procedures for the monitoring of staff that carry out technical support?			
Are there clear procedures to support and protect staff in situations that might involve access to illegal/unsuitable material?			
Is technical training needed by the support team? If so, what?			
Have technical support staff signed a separate AUP?			
Notes			

Questions for technical support (Security and Online Safety)

Development Planning			
Is there any equipment coming towards the end of its functioning effectiveness? (including server)			
Is there a process to ensure school IT issues are addressed?			
Does the school have an IT development plan?			
Does the school seek independent advice (other schools, LA Advisers) for IT development and purchases?			
Are developments checked against online safety requirements?			
Notes			

School representative	Tech Support	Date

-  Immediate action required
-  This is a risk but there are good reasons why it is like this **OR** Solutions are actively being sought
-  Fully met