Newport Infant School and Nursery

Cyber Security Policy

Version V2.0

Date of Policy Creation	March 2026
Policy Lead	Governing Body
Date of Policy Adoption by Governing Body	June 2026
Frequency of Review	Annually
Review Due	March 2027

School Cyber Security Policy (v2 – 27 October 2025)

Definition of Cyber Security: Application of technologies, processes and controls to protect systems, networks and data from cyber-attacks.

Introduction

The protection of information and communication technologies (ICT) within a school environment is paramount. This Cyber Security Policy aims to establish a framework for maintaining the security and integrity of digital resources, protecting personal data, and ensuring a safe digital environment for students, staff, and stakeholders.

This policy is aligned with the requirements of the Department for Education and National Cyber Security Centre.

Scope

This policy applies to all students, staff, governors and external partners, who have access to school ICT resources.

Objectives

- To protect the confidentiality, integrity, and availability of digital information.
- To safeguard the personal data of students, staff, and stakeholders.
- To ensure compliance with relevant legal and regulatory requirements.
- To foster a culture of cyber security awareness and responsibility.
- To respond effectively to cyber security incidents and breaches.

Roles and Responsibilities

School Administration

The administration is responsible for:

- Ensuring the development and implementation of the cyber security policy.
- Ensuring adequate resources are allocated for cyber security measures.
- Overseeing cyber security training and awareness programs.
- Reviewing and updating the policy periodically.

IT Support

IT support is tasked with:

- Maintaining and securing the school's IT infrastructure.
- Implementing technical measures to protect against cyber threats including:
  - Use of anti-malware and firewalls
  - Regular patching and software updates
  - Secure configuration of devices and networks
  - Use of Multi-Factor Authentication (MFA) for staff and privileged accounts
  - Controls over user accounts and access privileges including a review of accounts and prompt removal of leavers

- Monitoring network activity for potential security breaches.
- Responding to and mitigating the effects of cyber security incidents.
- Back-ups are periodically tested with at least one back up kept offline
- Provide web filtering and monitoring of internet access to prevent access to malicious sites

Staff

All staff members must:

- Adhere to the cyber security policy and procedures.
- Participate in cyber security training and awareness programs.
- Report any suspicious activities or security incidents.
- Safeguard their login password.
- Use MFA where possible

Students

Students have the responsibility to:

- Follow the school's cyber security guidelines and rules.
- Respect the privacy and security of others.
- Report any cyber security concerns to a teacher or other school staff.

Acceptable Use Policy

All users of the school's IT resources must adhere to the Information Security Policy, which includes:

- Using school IT resources for educational purposes only.
- Not accessing, sharing, or downloading inappropriate content.
- Respecting intellectual property rights and avoiding plagiarism.
- Not engaging in cyberbullying, harassment, etc.
- Protecting personal information and not sharing login details.

Data Protection

The school is committed to protecting the personal data it processes. Measures include:

- Where necessary, encrypting sensitive data to prevent unauthorised access.
- Regularly updating software and systems to address vulnerabilities.
- Implementing access controls to restrict data access based on roles.
- Conducting data audits to ensure compliance with data protection laws.

Cyber Security Training and Awareness

To ensure a culture of security:

- Training sessions will be conducted for staff and students.
- Awareness campaigns on the importance of cyber security will be promoted.
- Resources and materials on best practices will be made available.

Incident Response

In the event of a cyber security incident:

- The IT department will initiate an immediate investigation.

- Containment measures will be implemented to prevent further damage.
- Affected individuals will be informed promptly.
- A report detailing the incident and response actions will be documented.
- Preventative measures will be revised to avoid future occurrences.

In addition, all incidents and near misses will be reviewed with lessons learnt feeding into policy update and staff training.

Annual Cyber Risk Assessment

It is best practice to complete an annual Cyber Risk Assessment and undertake termly reviews of this assessment. An assessment should include:

- Identifying and prioritising critical assets
- Identifying threats and vulnerabilities
- Assess the likelihood and impact of each risk
- Evaluate existing controls relating to each risk
- Identify gaps and actions needed to fill these
- Assign responsibilities and timescales for each action
- Document your assessment and review
- Review assessment regularly

A simple example of a cyber risk assessment can be found on ***Appendix A.***

Compliance and Review

Compliance with this policy is mandatory. The policy will be reviewed every 2 years or as required to:

- Ensure it covers evolving cyber security threats and best practices.
- Incorporate feedback from stakeholders.
- Adapt to changes in legal and regulatory requirements.

Conclusion

Cyber security is a collective responsibility. By adhering to this policy, the school can protect its digital resources, maintain the integrity of personal data, and create a safe and secure environment conducive to learning and growth. Let us all commit to fostering a culture of vigilance and responsibility in our digital interactions.

Further Reading

NSCS Cyber Essentials Framework - Cyber Essentials - NCSC.GOV.UK

NCSC Cyber Security for schools - Cyber Security for Schools - NCSC.GOV.UK

DfE Cyber Security Standards - Meeting digital and technology standards in schools and colleges - Cyber security standards for schools and colleges - Guidance - GOV.UK

LGfL Elevate Cyber Security Toolkit - Elevate Cyber Security Toolkit | LGFL

Appendix A

Example of a cyber security assessment

Asset	Threat	Vulnerability	Likelihood	Impact	Existing Controls	Action Needed	Deadline
Staff email	*Phishing*	*Lack of training*	*Medium*	*High*	*MFA*	*More training*	*Autumn term*