



# Cyber Security at Campbell Harris

## Staff knowledge requirements

May 2025

## Reasoning

All Staff who require access to our IT network must take basic cyber security training every year. The training should be part of the induction training for new staff.

## Focus areas

### 1. Phishing

Phishing is when attackers send scam emails (or text messages) that contain links to malicious websites. The websites may contain malware (such as ransomware) which can sabotage systems and organisations. Or they might be designed to trick users into revealing sensitive information (such as passwords), or transferring money.

### 2. Password security

We have robust passwords in place for your email/Google Workspace Access. These will be changed as a matter of protocol every 6 months. Do not divulge your password to anyone.

The Principal (M Harris) has access to your email as a matter of student and staff safety.

### 3. Social engineering

Social engineering refers to a wide range of attacks that leverage human interaction and emotions to manipulate the target. During the attack, the victim is fooled into giving away sensitive information or compromising security.

A social engineering attack typically takes multiple steps. The attacker will research the potential victim, gathering information about them and how they can use them to bypass security protocols or get information. Then the attacker does something to gain the target's trust before finally manipulating them into divulging sensitive information or violating security policies.

### 4. The dangers of removable storage media

Less an issue in 2024 than previous years as we move to Cloud storage as default. But should you use a USB stick or External Hard drive on any School machine, please make sure they have been virus/malware scanned before use.

### 5. Downloading apps/programs

You may require some external software for your lessons. If so please check with IT head (S Hicks) for authorisation.

## Training resources

Please use this [link](#) to access a Government Produced training document (you are safe to open this but in general be careful!)

You'll need to download and watch with Powerpoint