CEIDWAD

FOR THE STAFF ROOM
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Four things to check before you click

Most attacks on a school arrive as an ordinary email to an ordinary member of staff. These four questions catch nearly all of them, and they take about ten seconds.

1 Who actually sent it?

Hover the sender's name and read the address hiding behind it. A supplier you deal with every term does not suddenly email from a free account.

2 Were you expecting it?

An invoice, a delivery note, a shared file. If nobody mentioned it, ask the person it claims to be from — on a number you already had, not one in the email.

3 Is it rushing you?

“Before close of play.” “The Head needs this now.” “Your account expires in 24 hours.” The hurry is the attack. Slow down and it usually falls apart.

4 Where does the link really go?

Hover it and read the address that appears at the bottom of your screen. Sign in from a page you opened yourself, never from a link somebody sent you.

Not sure? Say so anyway.

Tell whoever looks after your IT before you click, even if you are only half sure. Flagging something that turns out to be fine is the most useful thing you can do, and it is never a bother. If you have already clicked, say that too — quickly and without worrying about it. Nobody is in trouble for reporting.