



Education Cybersecurity Readiness Checklist

What K-12 and Higher Ed Institutions Need to Secure Systems, Protect Data, and Pass Audits

Who This Is For:

- IT Directors & CIOs at K12 districts and universities
- Technology leaders at charter schools and private institutions
- Compliance and risk officers in educational nonprofits
- EdTech vendors selling into the education market

What This Checklist Helps You Do:

- Evaluate your school or institutions current cybersecurity posture
- Identify the top 10 gaps that attackers, auditors, and insurers care about
- Prepare for regulatory and funding requirements (FERPA, CIPA, HIPAA, cyber insurance)
- Build a risk-based action plan without the overwhelm

#	Control Area	Description
1	Asset Inventory	Maintain a list of all devices, systems, and software in use (including BYOD).
2	MFA Everywhere	
3	Patch Management	Ensure critical updates are applied to servers, endpoints, and applications regularly.
4	SIEM Monitoring	
		Log and monitor network and system activity (Office 365, Google,

		endpoints, firewalls).
5	Incident Response Plan	Have a written, tested IR plan tailored to your schools roles and responsibilities.
6	Security Awareness Training	Provide annual training for all staffand test for phishing readiness.
7	Vendor Risk Management	Track third-party tools and ensure data processors are vetted and contractually secured.
8	Access Control	Review who has access to whatand revoke access for former employees promptly.
9	Backups	Implement secure, tested backups of key data systems (cloud + local).
10	Policy Library	Maintain FERPA-aligned Acceptable Use, Access Control, and Data Retention policies.

How to Prioritize:

If you cant do it all at once, focus on:

- MFA
- Backups
- SIEM/logging
- IR planning
- Staff awareness training

These controls block the most common breaches and reduce audit risk significantly.

Ready to Go Beyond the Checklist?

Careful Security provides:

- Full-service cybersecurity & vCISO support
- Audit readiness for FERPA, SOC 2, ISO 27001, and HIPAA

- Monitoring, policies, training, and dashboards all in one program

Visit www.carefulsecurity.com/education or schedule a free Cyber Readiness Review.