**CYBERFIRST SCHOOLS AWARD**

**APPLICATION AND REACCREDITATION GUIDANCE**

**APPLICATION PROCESS**

**Introduction**

Thank you for applying to be a CyberFirst School/College. The application form comprises of 10 sections (section 1 only relates to the name of the school and LA) that all require completion. You will be sent a link which will take you to the online application.

**You will require a glow login to access the online Form.**

We recommend you read thoroughly through this document before attempting to complete this application.

**Application Guidance**

All sections of the application form must be completed and submitted, along with any additional supporting information.

We recommend that you collate the information you will need to complete the application before starting the online form as it cannot be saved/stored midway through the application.

**Assessment**

Submitted applications will be assessed by an assessment panel that will include representatives from Education Scotland, University Sector and College sector.

A provisional score is generated when you complete the online Form, but each application will also be read and scored independently by a minimum of three members of the Assessment Panel.

**Scoring**

At the Assessment Panel meeting, panel members will present their scores and the rationale for their scores.

Scores for each section will first be awarded individually by the appointed evaluators and then discussed at which point a final score will be decided and recorded.

|  |  |
| --- | --- |
| **Total Score** | **Award Level** |
| 0 - 19 | Not met criteria yet |
| 20 - 24 | Bronze |
| 25 - 36 | Silver |
| 37+ | Gold |

The Panel’s decision is final. There is no maximum number of successful applications for CyberFirst School.

The following tables show how marks are allocated.

**Section 2 scoring guidelines - maximum of 4 Marks**

|  |  |
| --- | --- |
| **Question** | **Score** |
| Does your head teacher support the application to become CyberFirst school? | Yes = 2 marks  No = 0 marks |
| Please include a short statement from your head teacher about why it is important that your school take part in this award? | No = 0 marks  Yes = 1 mark: the statements is brief and does include any awareness of the CyberFirst program opportunities |
| Have you registered or achieved the Digital Schools Award Digital Wellbeing and CRIS award ? | 0 marks = no  0 marks= yes - registered for award  1 mark = yes achieved award |

**Section 3 scoring guidelines - maximum of 3 Marks**

|  |  |
| --- | --- |
| **Question** | **Score** |
| Can you confirm what cyber security standards your local authority complies with? | 0 marks = nothing entered  1 mark = UK Gov Cyber essentials  3 marks = Scottish Government Cyber Security Framework |

**Section 4 scoring guidelines - maximum of 5 Marks**

|  |  |
| --- | --- |
| **Question** | **Score** |
| Which of the following CyberFirst courses do you have learners attending participating in? | 0 marks = none or don’t know  1 mark = 1 or more courses |
| How many girls are in s2 in your school? | No marks awarded for the question as needed to workout % for next question |
| How many s2 girls competed in the cyberFirst competition? | 0 Marks = None  1 mark = 1-4 % of the year group  2 Marks = 5- 9% of year group  3 marks = 10% and above of year group  To achieve gold the school must have more than 10%-year group in the Girls competition |
| Are you promoting the Cyber Bursary Programme to S6 pupils? | 0 marks = no  1 mark = yes |

**Section 5 scoring guidelines - maximum of 4 Marks**

|  |  |
| --- | --- |
| **Question** | **Score** |
| Is professional learning in cyber security offered to all teachers in your school or local authority this could be part of corporate training or more specific to your individual school? | 0 Marks = none  1 Mark = yes |
| Is this training mandatory for all teachers? | 0 Mark’s = No  1 Mark = yes |
| Is this annual training? | 0 Marks = 0  1 Mark = yes |
| From the list below identify who else in your school community can take part in professional learning in cyber security. |
| Which department faculty in your school has the responsibility to deliver cyber security? | 0 Marks = no response for any of these questions  1 Mark = they have responded to all questions |
| Who is responsible for delivering cyber security to learners in your school? |
| Who has overall responsibility for cyber security in your school? |
| How many staff in your school are delivering cyber security to learners? |

**Section 6 scoring guidelines - maximum of 3 Marks**

|  |  |
| --- | --- |
| **Question** | **Score** |
| Do you offer a transition activity for p7s which includes cyber security? | 0 marks = none and none planed  1 mark = yes  1 mark = planned for next academic year |
| What type of transition activity is this? | 1 mark = offered as part of the P7 visit to secondary school  2 marks = An event that focuses only on cyber security for all feeder primary schools |

**Section 7 scoring guidelines (BGE) - maximum of 7 Marks**

|  |  |
| --- | --- |
| **Question** | **Score** |
| How long is a period in your school? |  |
| Do you offer Computing Science in S1 | Yes or No |
| How many periods of computing science do S1 learners in your school get every year? | 0 Marks = under 10  1 mark = 10 or more |
| How many periods of cyber security are covered in your s1 computing science course? | 0 Marks = under 25%  1 Mark = 25% and above of Computing time allocated to Cyber Security |
| Please list the topics you cover in your s1 cyber security offer? | 0 Marks = Internet safety topics only  1 Mark = Mix of cyber & internet safety cover but must have more cyber covered |
| Do you offer Computing Science in S2 | Yes or No |
| How many periods of computing science do S2 learners in your school get every year? | 0 Marks = under 10  1 mark = 10 or more  . |
| How many periods of cyber security are covered in your S2 computing science course? | 0 Marks = under 25%  1 Mark = 25% and above of Computing time allocated to Cyber Security |
| Please list the topics you cover in your s2 cyber security offer? | 0 Marks = Internet safety topics covered not Cyber  1 Mark = Mix of cyber & internet safety cover but must have more cyber covered |
| If you offer any additional optional cyber security courses in s1 or s2 please state these below include year group duration very short description etc? | 0 Marks = nothing entered  1 Mark = the school have entered recognised course and not just one created within the school |

**Section 8 scoring guidelines - maximum of 3 Marks**

|  |  |
| --- | --- |
| **Question** | **Score** |
| Do you offer level 3 cyber security in s3? | 0 marks = no |
| Which department/faculty in your school has the responsibility to deliver level 3 Cyber Security | No Marks just for information |
| How many learners are undertaking the level 3 cyber security in S3? | 0 Marks = 0%  1 mark = need yes for above and below 10 %  2 Marks = need yes for above and above 10 %  3 marks = need yes for above and whole year group |
| what is the total number of learners in S3 in your school? |
| If you offer any additional optional Cyber security courses in S3 please state these below. Include name and duration of course | 0 marks = none    1 mark = need course name and below 10%% of learners has taking the course the course  2 marks = need course name and above 10%% of learners has achieved the course  3 marks= need course name and whole year group has achieved the course  **Maximum of 3 marks for this section** |
| How many learners undertake this course |

**Section 9 scoring guidelines - maximum of 2 Marks**

|  |  |
| --- | --- |
| **Question** | **Score** |
| In what year can learners complete the level 4 unit in cyber fundamentals? | 0 marks = none  0 marks= planning to offer next year  1 mark = any year group selected  Max 1 mark on this question |
| In what year can learners' complete level 4 in internet safety? | 0 marks = none  0 marks = planning to offer next year  1 mark = any year group selected  Max 1 mark on this question |
| I In what year can learners complete the National 2 in information and communications technology? | No marks information only |

**Section 10 scoring guidelines (senior phase) - maximum of 8 Marks**

|  |  |
| --- | --- |
| **Question** | **Score** |
| What Cyber Security courses can learners in your school access in Senior phase, directly in school or as part of LA shared provision or college provision? | 0 Marks = none  1 Mark for every course selected on the form  Can only be award a maximum of 3 marks for this section |
| How many learners do you have currently undertaken the NPA cyber security, in your school or as part of LA shared provision or college provision? | 1 Marks = 1 - 10 learners  2 Marks = 11 – 20  3 Marks = 21 and above |
| State any other Senior Phase Cyber Security related courses offered by your school. Please include SCQF level where appropriate and how this is delivered eg in school/by college/online (for Open University courses) | 0 Marks = none  1 Mark = per course  Maximum of 2 marks for this question |

**Section 11 scoring guidelines - maximum of 10 Marks**

|  |  |
| --- | --- |
| **Question** | **Score** |
| Have staff undertaken any of the following additional professional learning? | 0 Marks = none  1 Mark = for each course selected on the form  Maximum of 3 marks |
| If the professional learning you have undertaken is not listed above, please give details of the activity undertaken | 1 mark = for each course not in above list. Maximum of 3 marks for this question and question above. |
| What type of engagement are you having with cyber business/industry/academia? | 0 Marks = nothing selected  1 Mark = for each option selected  Maximum of 2 marks for this question |
| Please give details of the engagements. | No marks awarded – for info only |
| Please tell us about the work you are doing in your school related to Cyber Security that you have not captured in previous questions. | 0 marks = no whole school approach to cyber  1 mark = it’s clear that the whole school is invested in building cyber resilience in all pupils not just pupils that attend one department  2 marks = showing that the school pupils and staff are supporting national events. For example, delivering workshops / webinars in collaboration with Education Scotland or Scottish Government or NCSC |
| Finally, please add your action plan for the coming year? | 0 Marks no action plan attached  2 Mark = action plan must show progression on what has been entered in the application or must show school is building a good cyber education program |

**REACCREDITATION PROCESS**

CyberFirst schools awards do need to be renewed. This section details the process for reaccreditation.

The point at which schools must go through the reaccreditation depends on the level of the original award.

Gold - 24 months

Silver - 18 months

Bronze - 12 months

Schools will be contacted by Education Scotland when they are due for reaccreditation.

Reaccreditation will involve;

* a visit to the school by panel members. This will include Education Scotland staff and/or a CyberFirst Associate Teacher and either a business or academic panel member.
* a detailed discussion of the school action plan for the next year with the Cyber First lead in the school. This action plan will be retained by Education Scotland.
* an acknowledgment response(this could be a letter or a discussion with the head teacher which is written up by the panel members) from the head teacher regarding the impact of the CyberFirst Award and courses being delivered in the school.
* a renewed contract with the National Cyber Security Centre.

If a school is looking to move up to the next level of the awards they must submit a full application.