



Panola College Cybersecurity Awareness Training Policy

PURPOSE:

Understanding the importance of computer security and individual responsibilities and accountability for computer security are paramount to achieving organization security goals. This will be accomplished with a combination of general computer security awareness training and targeted product-specific training. The philosophy of protection and specific security instructions needs to be taught to and re-enforced with technology users. The security awareness and training information needs to be continuously upgraded, reinforced, and assessed.

The purpose of the Cybersecurity Awareness Training policy is to describe the requirements that ensure each user of PC information technology resources receives adequate training on technology security issues. Additionally, state law requires that institutions of higher education provide an ongoing information security awareness education program for all users of state-owned information resources (Texas Administrative Code, TAC §202).

SCOPE:

The PC Cybersecurity Awareness Training policy applies equally to all employees.

POLICY STATEMENT:

1. All employees must participate in the PC Cybersecurity Awareness Training annually in order to maintain access to PC information technology resources.

2. All employees must pass the PC Cybersecurity Awareness Training each year with a score of 70 or above. Failure to do so will result in a loss of access to PC information technology resources (i.e., email, network access and etc.).
4. PC ITS must prepare, maintain, and make electronically available an Information Security Program (Guide) that concisely describes PC information security policies and procedures.
5. PC ITS must develop and maintain a communication plan that will communicate security awareness to the PC user community.

DEFINITIONS:

Information Security Program (Guide): Describes the requirements that ensure each person has the knowledge to protect PC information technology resources, protect themselves and comply with applicable laws.

Security Awareness Training: Annual training required by Texas Administrative Code

- Online training designed to re-familiarize users with the PC policies, their responsibility to protect PC resources and to behave in a responsible, ethical, and legal manner.

Texas Administrative Code (TAC) §202): State law that outlines mandatory user security practices, specifically security awareness training and non-disclosure agreements.