

Southwestern Oregon Community College

AP 11020 Information Security Training and Awareness

All Users (including, but not limited to, faculty, staff, students, residents, volunteers, contractors, third party guests and other affiliated users) with credentials (provisioned user ID and password) must receive information security training as defined for their role and responsibilities by the Chief Information Security Officer.

1. The Chief Information Security Officer shall ensure that security training is delivered and tracked. Initial and recurring training:
 - a) Should, at minimum, identify User responsibilities, common threats, regulatory and institutional requirements regarding the acceptable use and security of information resources, proper handling of Confidential Data, behaviors that may increase and reduce risk and incident notification; and
 - b) Is to be administered in accordance with the following schedule:
 - i. Each new, temporary, contract, assigned, or engaged employee or worker must complete initial training through Online Training Portal within 30 days after the date that such a person is hired or otherwise engaged or assigned to perform such work; and
 - ii. Recurring training in Online Training Portal is on topics based on responsibility and access to information resources shall take place annually.
2. Users with privileged or special access (e.g., Administrator or Super-User Accounts) or with responsibilities to perform technical support (including, but not limited to, Help Desk and Desktop Support staff) receive on appropriate security technical training through Online Training Portal equivalent to current industry standards for security administrators and technology support users.
3. Information Technology Services shall receive periodic training on risk assessment procedures and responsibilities to implement security configuration controls as defined by College policies and standards.
4. Information security training provided to contractors or third parties by their own organizations may satisfy the requirements of this procedure if deemed substantially similar to College policies when requested.
5. All Users must acknowledge they have read and understand the College Information Security Procedures including the "Acceptable Use Procedure, the Electronic Communications Procedure and the Confidentiality Statement" at the time of hire, assignment or engagement, and recurring on an annual basis.

Southwestern Oregon Community College is an equal opportunity employer and educator.

Adopted: September 1, 2021