

Policy Number: 609

Policy Title: Information Security Awareness and Training

Policy Council Review Date(s): 03/23/12

PPAB Approval Date: 4/17/12

POLICY:

Georgia Perimeter College will conduct an on-going information security awareness and training program for all staff, faculty, and students to explain security responsibilities and to provide training in correct practices.

PROCEDURE:

GPC Information Security personnel within the Office of Information Technology (OIT) are responsible for developing, implementing, and maintaining the awareness and training program. All faculty and staff are responsible for participating in the program, for being knowledgeable about information security policies, and for complying with the procedures and instructions provided in the training.

Employee Awareness Training

Security awareness training that instructs employees on information security policies, procedures, and responsibilities will be provided to all new employees when they start at GPC. All employees will be required to attend/take annual refresher security awareness training.

Awareness training will include the following:

- Improving users' awareness of the need to protect information resources
- Ensuring that users clearly understand their responsibilities for protecting information resources
- Ensuring that users are knowledgeable about the college's information security policies and practices
- Developing skills and knowledge so users can perform their jobs securely

Target Audience Training

Certain users may require training that is more advanced or specialized than general awareness in order to best support the security goals of the college. For example, managers, system administrators, and data stewards may need to understand security consequences, cost factors, and specific security products or requirements.

Additional education for information security professionals and jobs requiring expertise in security will be provided as needed through formal external courses and certification programs.

Compliance and Enforcement

The policy applies to all users of information resources including students, faculty, staff, temporary workers, vendors, and any other authorized users. Persons in violation of the security rules communicated during training are subject to a range of sanctions (determined and enforced by GPC management), including the loss of computer network access privileges, disciplinary action, dismissal from the college, and legal action. Some violations may constitute criminal offenses, as outlined in the Georgia Computer Systems Protection Act and other local, state, and federal laws. The college will carry out its responsibility to report such violations to the appropriate authorities.

Revised 1/26/10

Approved by PPAB 4/17/12