



# ALMA COLLEGE

## Information Security Awareness Policy

### Purpose

This policy defines campus information security awareness training requirements for Alma College network account holders. Security awareness training is necessary to ensure every member of the campus community understands their role in protecting the confidentiality, integrity, and availability of Alma College information systems, services, and data.

### Policy

The Information Technology Services (ITS) office is responsible for the College security awareness program, training, and communications. The program is focused on developing an understanding of information security risks, policy, and how to respond to cybersecurity incidents.

- Network account holders will receive an online copy of the College Acceptable Use Policy annually to read and acknowledge
- New employees must complete online security awareness training within (30) days of their date of hire
- Employees must complete a mandatory online security awareness course annually
- Additional in person training may be required based on an employee's response to cybersecurity incidents or training exercises

### Testing Program

Phishing and other types of malicious email messages are a significant threat to the security of campus data and technical systems. Multiple simulated phishing exercises will be performed each year to help Alma employees recognize and respond properly to this type of threat.

- Additional online training will be provided to those who fail their first phishing exercise in a 12 month window of time
- Anyone failing two consecutive tests or two tests in a twelve month window must complete in-person cybersecurity training within 30 days of being notified
- After three consecutive failures, three failures in twelve months, or a failure to complete required in-person cybersecurity training, users will lose their ability to send email to external destinations. Service will only be reinstated when ITS receives a written request from the user's sector vice president acknowledging the risk to the college of repeated phishing test failures and their plan to mitigate this risk.