

Information Security: Information Security Awareness Training Policy

Effective Date: Oct. 19, 2021

Last Revision Date: Oct. 18, 2021

Purpose

The purpose of the University of Arkansas System, Division of Agriculture (UADA) Information Security Awareness and Training Policy is to identify the conditions necessary to provide information technology system users with appropriate awareness of information and information systems security requirements and of their responsibilities to protect information technology resources and systems. The success of the University's awareness and training program, and the overall awareness of secure business practices, depends upon the ability of all users to work toward a common goal of protecting UADA's information, information systems, and associated resources.

Scope

This policy refers to all UADA information resources whether individually controlled or shared, stand-alone or networked. It applies to all information and information systems, communication facilities owned, leased, operated, or contracted by the UADA. This includes networking devices, personal digital assistants, telephones, wireless devices, workstations, minicomputers and any associated peripherals and software, regardless of whether used for administration, research, teaching or other purposes.

Policy

This policy is in support of UADA security policies, standards, and procedures designed to educate users about risks to information and information systems. The UADA security training and awareness program includes security awareness presentations, security reminders, general security training, system-specific security training, security management training and professional security education for members of the workforce. Additionally, the awareness and education program will include the following:

- Annual mandatory training
- Scheduled awareness campaigns.
- Periodic unscheduled awareness assessments to assure compliance with the training.
- Feedback surveys to improve the awareness training and education program.

Security training records will be maintained within the security training platform. These records can be produced at any time upon request.

Accountability and Contacts

Violation of this policy may subject the user to sanctions, including the loss of computer and/or network access privileges, disciplinary action, dismissal, and/or legal action. When applicable, UADA will report violations to the appropriate authorities.

The Directors of Information Technology for UADA are charged with the responsibility to periodically review the policy and propose changes as needed.

Reference Documents

Information Technology Security Website: <https://uada.edu/employees/information-technology/cyber-security/>