



WYOMING
DEPARTMENT OF EDUCATION

*Creating Opportunities
for Students to Keep
Wyoming Strong*

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edu.wyoming.gov

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Security Awareness and Training Policy

Policy #: 4000-026

Version #: 2.0

Approved By: Jillian Balow, Superintendent, State of Wyoming
Department of Education

Effective Date: May 1, 2016

Purpose:

The purpose is to implement a security awareness and training program for all members of State of Wyoming, Department of Education (WDE) workforce.

WDE understands that “people”, not necessarily technology, are often the largest threat to the security of sensitive information in the organization.

Scope:

This policy applies to all WDE workforce members including, but not limited to full-time employees, part-time employees, trainees, volunteers, contractors, temporary workers, and anyone else granted access to sensitive information by WDE. All workforce members are responsible for the security of protected information.

Policy:

WDE will ensure that all workforce members have been trained in and understand the security policies and procedures. In addition, all workforce members will be trained how to identify, report, and prevent potential security incidents.

Security training will be an ongoing activity at WDE. Periodic security reminders will keep workforce members up to date with new threats, such as computer viruses or “scams” to watch out for. The frequency and form these reminders take will be determined by the WDE Information Security Officer (ISO) but should include security-related flyers or posters in break rooms, or emails, and verbal updates at staff meetings.

WDE will develop security policies to identify core activities in the areas of security reminders, protection from malicious software, log-in monitoring, and password management.

Responsibilities:

All workforce members are responsible for:

- Understanding and following all security related policies and procedures

The WDE ISO is responsible for:

- Ensuring all workforce members understand and follow security related policies and procedures



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- Maintaining an ongoing security awareness program at WDE
- Ensuring all workforce members understand and use the installed anti-virus software
- Leading compliance activities that bring WDE into compliance with regulatory requirements.

Compliance:

Failure to comply with this or any other security policy will result in disciplinary actions as per HR Policy. Legal actions also may be taken for violations of applicable regulations and standards such as state and federal rules to include the Family Educational Rights and Privacy Act (FERPA).

Procedure(s): None

Form(s): None

References:

- The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99);
<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>
- State of Wyoming, Department of Enterprise Technology Services, 1100-P141 – Information Security Awareness and Training;
<http://ets.wyo.gov/resources/policies-and-standards>
- NIST 800-50, Building Information Technology Security Awareness and Training Program;
<http://csrc.nist.gov/publications/nistpubs/800-50/NIST-SP800-50.pdf>

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