

Internal Policies and Procedures of the Utah State Board of Education	
Policy #	05-12
Subject:	Security Awareness and Skills Training
Date Approved	February 21, 2024
Policy Owner's Title	Chief Information Security Officer
Policy Officer's Title	Deputy Superintendent of Operations
References: -Center for Internet Security (CIS) Critical Security Controls – Control 14	

1) Purpose and Scope

- a) The purpose of this policy is to set a baseline for Utah State Board of Education (USBE) requirements for trainings related to security awareness.
 - i) The purpose of a security awareness program is to educate the USBE’s workforce on how to interact with enterprise assets and data in a secure manner.

2) Policy

- a) **Security Awareness Program**
 - i) Security awareness training must be given and completed by all USBE employees and contractors at hire and again annually.
 - ii) The content within security awareness training should be reviewed and updated annually or when significant enterprise changes occur that could impact the USBE’s security posture.
 - iii) Security awareness training should train USBE employees:
 - (1) To recognize social engineering attacks, such as phishing, pre-texting, and tailgating.
 - (2) On authentication best practices, such as password composition, multifactor authentication (MFA), credential management, etc.
 - (3) On how to identify and properly store, transfer, archive, and destroy sensitive data.
 - (4) Causes for unintentional data exposures.
 - (5) How to recognize a potential incident and be able to report such an incident.
 - (6) Understanding how to verify and report out-of-date software patches or any failures in automated processes and tools.
 - (7) The dangers of connecting to, and transmitting data over, insecure networks for enterprise activities, including guidance to ensure that all users securely configure their home network infrastructure.
 - iv) Role-Specific security awareness and skills training should be given to USBE employees that have additional needs or whose role increases their risk to UBSE.

