TITLE: INFORMATION SYSTEMS RESOURCES NUMBER: PRO 7-06

REFERENCE:

b. The LSSC IT department employs various measures to protect the security of its system's resources and its users' accounts. Students should be aware, however, that the IT department cannot guarantee security and confidentiality. The College accepts no responsibility for harm caused directly or indirectly by the use of IS resources.

c. All equipment provided for student use belongs to LSSC. The IT department may monitor software installations for licensing purposes on each PC, and monitor hardware for inventory and possible pre-failure diagnostics. Students enrolled in online classes at LSSC are responsible for maintaining their own computers and Internet access. LSSC cannot provide repair or technical assistance for students' equipment and does not act as an ISP (Internet Service Provider).

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Security awareness and training activities should commence as soon as practical after a staff or faculty member joins the organization, generally through attending information security induction/orientation as part of the on boarding process. The awareness activities should continue on a continuous/rolling basis thereafter in order to maintain a reasonably consistent level of awareness.

The LSSC IT team can communicate and detail the locations of the security awareness training materials, along with security policies, standards, and guidance on a wide variety of information security matters with its employees.

b. LSSC Security Awarenes souramTc 0 Tw 4.565 0h (T Tl)10.6 (d)2.3 ( )10.6 (HI)14.9R et-3 ( )10.6 prdtbeioidllnr

LSSC staff may be required to complete remedial training courses due to test phishing failures or may be required to participate in remedial training exercises with members of the LSSC IT department as part of a risk-based assessment.

The following table outlines the penalty of non-compliance with this program. Steps not listed here may be taken by the LSSC IT team to reduce the risk that an individual may pose to the LSSC. This includes, but is not limited to, locking the employee's active directory account when the employee does not complete the required training within the required time frame.

Failure rates are reset with the annual training period in September.

First Failure	Mandatory completion of Remedial Training I and recommended Lake Hawk Academy trainings within 2 weeks of the failure.
Second Failure	Mandatory completion of Remedial Training II and recommended Lake Hawk Academy trainings with 1 week of the failure.
Third Failure	Mandatory completion of Remedial Training III and recommended Lake Hawk Academy trainings within 1 week of the failure. Employee supervisor is notified via email.
Fourth Failure	HR works with supervisor to begin progressive discipline process (Admin Pro 5-25) for a verbal warning with 90-day check in period.
Fifth Failure	HR works with supervisor to provide a written warning to the employee.