



CYBER SECURITY AWARENESS AND EDUCATION POLICY

Category: Technology

Responsible Office: Technology Services

Responsible Executive: CFO/VP, Administrative Services

Date Approved: [Click to enter a date.](#)

Date Revised: [Click to enter a date.](#)

[To be completed by Administration]

Summary

To protect the intellectual property and personal or confidential information of the College and users, MCC provides extensive training. Training goals are to enable individuals to understand the risks in using technology and how to effectively defend against cyber threats, both at work and at home.

Policy

POLICY STATEMENT

All users will be required to complete annual training in the form of on-line training or onsite workshops. In addition to annual training, reinforcement training such as newsletters, screensavers, webcasts and other means will be provided. The awareness and education program will include the following:

- Periodic unscheduled awareness assessments to assure compliance with the training.
- Feedback surveys to improve the awareness training and education program.
- Remedial training for those found not practicing good cybersecurity defenses.

Training completion and results will be maintained in a variety of formats depending on how the training is delivered such as attendance sheets, tracking in Blackboard, or records in Banner.

ENFORCEMENT

Any user who fails to take the required training, or who routinely fails periodic assessments and subsequent training may be required to change their password every 60 days. Additionally, persons in violation of the communicated security standards and procedures are subject to a range of sanctions, including the loss of computer network access privileges, disciplinary action in accordance with all applicable collective bargaining agreements, dismissal from the College, and potential civil and/or criminal legal action.

APPLICABILITY

This policy applies to all members of the College community with access to the College network resources including, but not limited to affiliated organizations, employees, students, volunteers, vendors, and visitors.

DEFINITIONS

Users – Any person who has an MCC Network Account and is permitted to use MCC network resources.

RESPONSIBILITY

Associate Vice President/CIO
Director, Communications and Network Services/CISO

Contact Information

Technology Services

Related Information

[Information Security Guidelines, Part 1: Campus Programs & Preserving Confidentiality](#)