

Policy: Security Training Policy
Responsible Party: Information Technology
Last Date Revised: April 21, 2020

OVERVIEW

Understanding the importance of computer security and individual responsibilities and accountability for computer security are paramount to achieving security goals. This can be accomplished with a combination of general computer security awareness training and targeted, product specific training. The purpose of the Security Training Policy is to describe the requirements to ensure each user of City of Port Arthur information resources receives adequate training on computer security issues.

SCOPE

This policy applies to all City of Port Arthur employees, contractors, consultants, elected officials, appointed officials, and other workers utilizing City of Port Arthur information resources.

POLICY

In compliance with HB 3834 employees, elected officials, and appointed officials, must complete security awareness training prior to being granted access to any information resources.

Information Technology will provide Cybersecurity Training that has been certified by the Texas Department of Information Resources (DIR).

Certified cybersecurity training must be completed annually.

Information Technology will develop and maintain a security training program that consists of a core set of training to be completed by each user.

Information Technology will work with individual departments to establish security training specific to the functions and requirements of their area.

In the event training modules are updated or added, all users must complete such training in order to remain compliant with the Security Training Policy.

ENFORCEMENT

If any violation of policy occurs, City of Port Arthur Information Technology may take any necessary steps to ensure the security of technology resources. This may include loss of certain privileges or services, including but not necessarily limited to suspension of account and network access.

RELATED POLICES AND PROCEDURES

Technology Acceptable Use Policy, System Access Policy, Remote Access Policy