**Quitman County School District (QCSD)**

**Technology Department-**

**Security Awareness Training Procedures**

**Employee Security Awareness Training**

**1.     Overview**

QCSD, led by the District Technology Coordinator, shall ensure that all employees having access to sensitive information undergo annual IT security training which emphasizes their personal responsibility for protecting student and employee information. Training resources will be provided to all employees.

**2.     Purpose**

These methods help ensure employees have a solid understanding of our security policy, procedures, and best practices. Employees shall also have a basic understanding of the following security related topics: social engineering tactics, email and messaging security, safely browsing the internet, social networking threats, mobile device security, password best practices, data classification, data transmission and encryption, data destruction, WiFi security, working remotely, insider threats from students and staff, physical security issues, protecting personal/work computers, copyright infringements, malware and virus protection, sharing files with local and state entities, and workspace security.

**3.     Procedure**

All QCSD employees shall receive security specific trainings Annually.

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