



ALBUQUERQUE
SCHOOL OF EXCELLENCE
R.I.S.E TO EXCELLENCE

Cybersecurity Awareness and Training Guide

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Cybersecurity Awareness and Training

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1. Introduction

Technical security controls are a vital part of our information security framework but are not in themselves sufficient to secure all information assets. Effective information security also requires the awareness and proactive support of all staff, supplementing and making full use of the technical security controls. This is obvious in the case of social engineering attacks and other current exploits being used, which specifically target vulnerable humans rather than IT and network systems.

Lacking adequate information security awareness, staff is less likely to recognize or react appropriately to information security threats and incidents, and are more likely to place information assets at risk of compromise. In order to protect information assets, all workers must be informed about relevant, current information security matters, and motivated to fulfill their information security obligations.

1.1 Objective

This policy specifies the Albuquerque School of Excellence (ASE) internal information security awareness and training program to inform and assess all staff regarding their information security obligations.

1.2 Scope

This policy applies throughout the organization as part of the corporate governance framework. It applies regardless of whether staff use computer systems and networks, since all staff are expected to protect all forms of information assets including computer data, written materials/paperwork, and intangible forms of knowledge and experience. This policy also applies to third party employees working for the organization whether they are explicitly bound (e.g. by contractual terms and conditions) or implicitly bound (e.g. by generally held standards of ethics and acceptable behavior) to comply with our information security policies.

1.3 Audience

In general, this policy applies to all ASE employees and contractors with access to ASE systems, networks, school information, nonpublic personal information, personally identifiable information, and/or customer data.

1.4 Document Changes and Feedback

This policy will be updated and re-issued as needed to reflect, among other things, changes to applicable law, update or changes to ASE requirements, technology, and the results or findings of any audit.



1.5 Referenced Documents

Documents that are relevant to this policy include the following:

Policy	Policy Owner	Link
Information Security Policy (ISP)	Information Security	TBD
HR/Employee Handbook	Human Resources	TBD

2. Policy Requirements

All awareness training must fulfill the requirements for the security awareness program as listed below:

- The information security awareness program should ensure that all staff achieve and maintain at least a basic level of understanding of information security matters, such as general obligations under various information security policies, standards, procedures, guidelines, laws, regulations, contractual terms, and generally held standards of ethics and acceptable behavior.
- Additional training is appropriate for staff with specific obligations towards information security that are not satisfied by basic security awareness, for example Information Risk and Security Management, Security Administration, Site Security and IT/Network Operations personnel. Such training requirements must be identified in departmental/personal training plans and funded accordingly. The training requirements will reflect relevant prior experience, training and/or professional qualifications, as well as anticipated job requirements.
- Security awareness and training activities should commence as soon as practicable after staff 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.
- Where necessary and practicable, security awareness and training materials and exercises should suit their intended audiences in terms of styles, formats, complexity, technical content, etc. Everyone needs to know why information security is so important, but the motivators may be different for workers focused on their own personal situations or managers with broader responsibilities to the organization and their staff.
- The school will provide staff with information on the location of the security awareness training materials, along with security policies, standards, and guidance on a wide variety of information security matters.

2.1 Albuquerque School of Excellence Information Security Awareness Training



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The ASE Information Technology (IT) department requires that each employee upon hire and at least annually thereafter successfully complete Phishing Foundations (15 minute training), Creating Strong Passwords – Security Awareness Training (8 minute training), Don't be Dave (2 minute video), and Ransomware Explained (4 minute video). Certain staff may be required to complete additional training modules depending on their specific job requirements upon hire and at least annually. Staff will be given a reasonable amount time to complete each course so as to not disrupt school operations.

2.2 Simulated Social Engineering Exercises

The ASE IT department will conduct periodic simulated social engineering exercises including but not limited to: phishing (e-mail), vishing (voice), smishing (SMS), USB testing, and physical assessments. The ASE IT department will conduct these tests at random throughout the year with no set schedule or frequency. The ASE IT department may conduct targeted exercises against specific departments or individuals based on a risk determination.

2.3 Remedial Training Exercises

From time to time ASE staff may be required to complete remedial training courses or may be required to participate in remedial training exercises with members of the IT department as part of a risk-based assessment.

3. Compliance & Non-Compliance with Policy

Compliance with this policy is mandatory for all staff, including contractors and executives. The ASE IT department will monitor compliance and non-compliance with this policy and report to the executive team the results of training and social engineering exercises.

The penalties for non-compliance are described in Appendix A of this policy.

3.1 Non-Compliance Actions

Certain actions or non-actions by ASE personnel may result in a non-compliance event (Failure).

A Failure includes but is not limited to:

- Failure to complete required training within the time allotted
- Failure of a social engineering exercise

Failure of a social engineering exercise includes but is not limited to:

- Clicking on a URL within a phishing test
- Replying with any information to a phishing test

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- Opening an attachment that is part of a phishing test
- Enabling macros that are within an attachment as part of a phishing test
- Allowing exploit code to run as part of a phishing test
- Entering any data within a landing page as part of a phishing test
- Transmitting any information as part of a phishing test
- Replying with any information to a smishing test
- Plugging in a USB stick or removable drive as part of a social engineering exercise
- Failing to follow ASE policies in the course of a physical social engineering exercise

Certain social engineering exercises can result in multiple Failures being counted in a single test. The maximum number of Failure events per social engineering exercise is two.

The ASE IT department may also determine, on a case by case basis, that specific Failures are a false positive and should be removed from that staff member's total Failure count.

3.2 Compliance Actions

Certain actions or non-actions by ASE personnel may result in a compliance event (Pass).

A Pass includes but is not limited to:

- Successfully identifying a simulated social engineering exercises
- Not having a Failure during a social engineering exercise (Non-action)
- Reporting real social engineering attacks to the IT department

3.3 Removing Failure Events through Passes

Each Failure will result in a Remedial training or coaching event as described in Appendix A of this document. Subsequent Failures will result in escalation of training or coaching. De-escalation will occur when three consecutive Passes have taken place.

4. Responsibilities and Accountabilities

Listed below is an overview of the responsibilities and accountabilities for managing and complying with this policy program.

The Principal is accountable for running an effective information security awareness and training program that informs and motivates workers to help protect the organization's and the organization's customer's information assets.

Information Technology Management is responsible for developing and maintaining a comprehensive suite of information security policies (including this one), standards, procedures and guidelines that are to be mandated and/or endorsed by management where applicable. Working in conjunction with other corporate functions, it is also responsible for conducting suitable awareness, training, and educational activities to raise awareness and aid

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understanding of staff's responsibilities identified in applicable policies, laws, regulations, contracts, etc.

All Assistant Principals and Deans are responsible for ensuring that their staff and other workers within their responsibility participate in the information security awareness, training, and educational activities where appropriate and required.

All Staff are personally accountable for completing the security awareness training activities, and complying with applicable policies, laws, and regulations at all times.





Appendix A – Schedule of Failure Penalties

The following table outlines the penalty of non-compliance with this policy. Steps not listed here may be taken by the ASE IT team to reduce the risk that an individual may pose to the school.

Failure Count	Resulting Level of Remediation Action
First Failure	Mandatory completion of How to Spot Phishing Scams (3 minute video)
Second Failure	Mandatory completion of 10 Ways to Avoid Phishing Scams with Quiz (5 minute training)
Third Failure	Mandatory completion of Basics of Phishing with Quiz (5 minute training).
Fourth Failure	Face to face meeting with their Assistant Principal and mandatory completion of Spot the Phish (8 minute game).
Fifth Failure	Face to face meeting with their Assistant Principal and Head of Human Resources and mandatory completion of Phish Catcher (7 minute game).
Sixth Failure	Face to face meeting with the Information Technology Manager and the Head of Human Resources and mandatory completion of Phishing Andrew's Inbox (10 minute training). - Possibility that additional administrative and technical controls will be implemented to prevent further Failure events
Seventh Failure	Meeting with Principal, Information Technology Manager and Head of Human Resources and mandatory completion of Phishing Fundamentals (12 minute training). - Possibility that additional administrative and technical controls will be implemented to prevent further Failure events
Eighth Failure	Formal review of employment with Head of Human Resources and mandatory completion of How to Become a Human Firewall (15 minute training). - Possibility that additional administrative and technical controls will be implemented to prevent further Failure events
Ninth and Subsequent Failures	Potential for Termination of Employment or Employment Contract



Appendix B – Methods for Determining Staff Risk Ratings

The following is a list of situations that may increase a risk rating of an ASE staff member. Higher risk ratings may result in an increased sophistication of social engineering tests and an increase in frequency and/or type of training and testing.

- Staff member email resides within a recent Email Exposure Check report
- Staff member is an administrator (High value target)
- Staff member possesses access to significant company confidential information
- Staff member is using a Windows or Apple-based operating system
- Staff member uses their mobile phone for conducting work-related business
- Staff member possesses access to significant company systems
- Staff member personal information can be found publicly on the internet
- Staff member maintains a weak password
- Staff member has repeated company policy violations





Appendix C – Glossary of Terms if Applicable

<u>Term</u>	<u>Definition</u>
Phishing	The fraudulent practice of sending emails purporting to be from reputable companies in order to induce individuals to reveal personal information, such as passwords and credit card numbers.
Vishing	The fraudulent practice of making phone calls or leaving voice messages purporting to be from reputable companies in order to induce individuals to reveal personal information, such as bank details and credit card numbers.
Smishing	The fraudulent practice of sending text messages purporting to be from reputable companies in order to induce individuals to reveal personal information, such as passwords and credit card numbers.

