



Wyoming Judicial Branch

Cybersecurity Awareness Training Policy

Policy Approver(s)	Wyoming Judicial Council
Effective Date	June 10, 2024
Review Period	Annually

I. PURPOSE

The purpose of this policy is to establish the framework for security awareness and training within Wyoming Judicial Branch. It aims to ensure all users are adequately trained and aware of their responsibilities in maintaining the security of the Branch's information technology systems.

II. DEFINITIONS

- A. "Information Technology Systems" means the combination of hardware, software, and networks that are used to store, retrieve, transmit, and manipulate data.

III. APPLICATION

This policy applies to all justices, judges, employees, and contractors of the WJB involved in the management, operation, and use of information technology systems.

IV. INFORMATION STATEMENT

The Wyoming Judicial Branch recognizes that effective security is not solely a technical matter but also a product of informed and vigilant judicial officers and personnel.

V. RESPONSIBILITIES

- A. Justices, judges, and employees: Timely participate in all security training and awareness programs and apply learned practices in their daily activities.
- B. Chief Technology Officer or their designee: Schedules training sessions, selects topics and monitors compliance.

VI. TRAINING SCHEDULE AND TOPICS

The training approach of the Branch is structured around bi-monthly training videos, each focusing on a different

- A. Training Schedule:** Bi-monthly Training Videos: Justices, judges, and employees are required to view a training video every other month. These sessions are designed to be engaging and informative, fitting into the regular work schedule without being overly time-consuming.
- B. Overview of Training Topics:** The topics for these training videos encompass a wide range of security-related subjects. This includes foundational concepts in cybersecurity, such as recognizing and responding to phishing attacks, password security best practices, navigating online threats, and understanding the importance of physical security measures.

VII. COMPLIANCE:

The completion of each video will be tracked by the IT Division to ensure compliance with this policy.

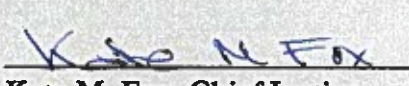
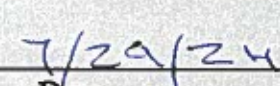
VIII. POLICY EXCEPTIONS

Requests for exceptions to this policy shall be reviewed by the Technology Committee.

IX. POLICY REVIEW AND UPDATE

This policy will be reviewed annually or as needed in response to significant changes in the technology environment or operational needs. Revisions will be made to ensure continual alignment with industry best practices and regulatory requirements.

Approved By:

 _____ Kate M. Fox, Chief Justice Chair, Wyoming Judicial Council	 _____ Date
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