

## Information Security and Privacy Training – Storyboard (Draft 1) for Review


Notes for Reviewers:


- Please focus on the accuracy and completeness of the content during this review cycle. “Page breaks” for the online course will be adjusted after the content is edited.
- Questions for reviewers are indicated with green highlighting. All questions will need to be resolved before programming can begin.
- Remember, the text in the left column will be narrated audio.
  - There will be “connecting” words and phrases that would not appear in a written procedure. If the wording seems awkward to you, try reading the text aloud to see how it fits, then make changes if it still seems necessary.
  - Formatting is merely to aid the voiceover talent: remember, learners will hear – not see – this text.
  - Capitalization is not important in the left column, but is very important in the next column, “Visual/Display.”
- Use the Table of Contents on the next page for ease of navigation.
- Optional Tip: Hiding the top and bottom margins of this document (double-clicking between the pages to “Hide/Show White Space”) will enable you to go through the storyboard more smoothly.
- Objectives:
  1. Define key terms related to information and security such as information security, privacy, and cyber-security.
  2. List the three pillars of information security.
  3. Identify different types of information including; controlled unclassified information and Sensitive Personal Identifying Information.
- Estimated seat time 30 minutes.

**Clickable Table of Contents for this Storyboard**

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Sc. #	Audio / Voiceover	Visual / Display	Interaction	Notes/Reviewer Comments
1	<b>Course Introduction</b> <p>Thank you for participating in the information and security basics training. Understanding the basics about information, security and privacy will help you integrate a solid foundation of best practices into your daily work and projects.</p> <p>Let's start with the course navigation instructions. If you already know how to navigate through the course, you may begin the course by clicking start course. To review the course navigation, click navigation.</p>	<p>Information and security digital globe animation on the screen</p> <p><b>On-screen text</b> (timed with audio): none</p> <p><b>Start Course button</b> appears when audio says "clicking start course"</p> <p><b>Navigation button:</b> appears when audio says "click navigation"</p>	<p>Learner may click on navigation button or start course button.</p> <p>Navigation button takes learner to navigation tutorial (slide2), start button begins the module(slide3).</p>	
2	<b>Navigation Controls</b> <p>If you need to move forward or back use the next or previous button.</p> <p>To adjust the sound, use the volume button.</p> <p>If you want to access the menu, use the menu tab.</p> <p>To utilize the accessibility features, use the accessibility button.</p> <p>To pause or resume the course click the play/pause button.</p> <p>When you are ready to begin select the next button.</p>	<p>Screen starts grey with title at top. When voiceover begins navigation image appears</p> <p><b>on-screen text</b> (timed with audio in first paragraph): none</p> <p><b>Navigation Controls</b> (title)</p> <p><b>Arrow Markers:</b> appear in time with audio notating navigation controls.</p>	<p>Learner may hover/click on markers for more details</p> <p>Next button takes learner to begin the course (slide 3)</p>	
3	<b>Course Objectives</b> <p>By the end of this course, you will be able to protect and manage the confidentiality, integrity, and availability information and information systems.</p> <p>The course objectives are as follows:</p>	<p>Stock image in background that looks "digital or computer security related" will fade in as narration begins the purple transparent overlay will appear</p>	<p>Slide auto advances when narration complete</p>	

Sc. #	Audio / Voiceover	Visual / Display	Interaction	Notes/Reviewer Comments
	<ol style="list-style-type: none"> <li>1. Define key terms related to information and security such as information security, privacy, and cyber-security.</li> <li>2. List the three pillars of information security.</li> <li>3. Identify different types of information including controlled unclassified information and Sensitive Personal Identifying Information.</li> </ol>	<p><b>On-screen text</b> (timed with audio and shown as sentence “fragments” for emphasis)</p> <p><b>Course Objectives</b> (title)</p> <p>By the end of this module, you will be able to:</p> <ol style="list-style-type: none"> <li>1. Define key terms related to information and security.</li> <li>2. List the three pillars of information security.</li> <li>3. Identify different types of information.</li> </ol>		
4	<p><b>What is information Security?</b></p> <p>(layer 1) Before we begin it is important to define information security.</p> <p>(layer 2) Information security sometimes shortened to info. Sec. is the practice of protecting information by mitigating information risks. It is part of risk management.</p>	<p>(Layer 1) Animated background illustrating digital security slides in as narration begins.</p> <p>animation example</p>  <p>5pmrFXuV5un.mp4</p> <p>(Layer 2) animation stops, and transparent purple overlay appears with text.</p> <p><b>What is information security?</b> (title)</p> <p><b>On screen text:</b></p> <p>(Layer 2)</p>	<p>Layer 2 appears after narration on layer 1 completes</p> <p>Slide auto advances when narration complete</p>	


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		<p>information security: (noun) the state of being protected against the unauthorized use of information, especially electronic data or the measure taken to achieve this</p> <p>*Definition from Oxford Languages</p>		
5	<p><b>Importance of Information Security</b></p> <p>We must also understand why information security and privacy are important.</p> <p>Information security and privacy are important because they:</p> <p>Limit risk and potential consequences by keeping information safe.</p> <p>Protect individual privacy of PII and SPII in Agency care.</p> <p>Identify potential threats to sensitive information.</p> <p>Limit resource usage violations and vulnerabilities.</p> <p>Provide non-repudiation protection.</p> <p>Ensure integrity and availability of systems/data for our customers and emergency responders; and</p> <p>Safeguard CUI entrusted to our care.</p>	<p>Stock image in background of a keyboard with a lock with a purple transparent overlay</p> <p>Information will appear in a pattern timed with audio with an icon that matches the reason (see examples of icons below)</p>  <p><b>On-screen text</b> (timed with audio):</p> <p><b>Importance of Information Security</b> (title)</p> <ul style="list-style-type: none"> <li>• Limit risk and liability</li> <li>• Protects individual privacy</li> <li>• Identifies potential threats</li> <li>• Limits resource violations/vulnerabilities</li> <li>• Provides non-repudiation protection</li> </ul>	<p>Create animation/interaction here</p> <p>Learner clicks next to advance to next slide</p>	<p>Note: learners already know acronyms PII and SPII</p>

Sc. #	Audio / Voiceover	Visual / Display	Interaction	Notes/Reviewer Comments
		<ul style="list-style-type: none"> <li>Ensures integrity and Safeguards data</li> </ul>		
6	<p><b>Privacy</b></p> <p>Unless you share it, your information is for your eyes only all types of information including email, printed documents, letters you receive, etc..).</p> <p>Privacy is the freedom from unauthorized intrusion, and Information privacy is the right to have some control of how personal information is collected and use.</p>	<p>Slide opens with a video showing someone viewing a computer screen entering password information (stock from SL)</p> <p>After first sentence of narration, clear purple overlay slides in with the following text in a dark purple text box</p> <p><b>On-screen text</b> (timed with audio and animation above):</p> <p><b>Privacy</b> (title)</p> <ul style="list-style-type: none"> <li>Privacy is the freedom from unauthorized intrusion</li> <li>Information privacy is the right to have some control of how personal information is collected and use.</li> </ul>	Slide auto advances when narration completes	
7	<p><b>Cyber Security</b></p> <p>Privacy must be protected. Cyber security plays a role in privacy protection.</p> <p>Cyber security is the application of technologies, processes and controls to protect systems, networks, programs, devices and data from cyber-attacks.</p>	<p>Show a stock image illustrating cyber security (something with a device and lock)</p> <p><b>On-screen text</b> (timed with audio):</p>	Slide auto advances when timeline completes	

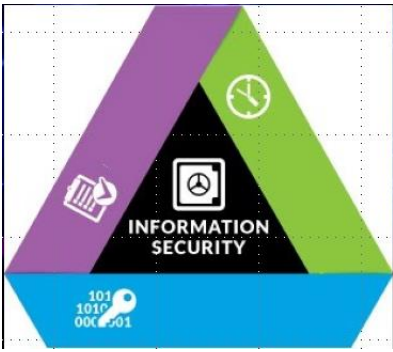
Sc. #	Audio / Voiceover	Visual / Display	Interaction	Notes/Reviewer Comments
	It aims to reduce the of cyber-attacks and protect against the unauthorized exploitations of systems, networks, and technologies.	Application of technologies processes and controls to protect:  systems networks programs devices data  Cyber security is the protection from cyber attacks and exploitations.		
8	<p><b>Cyber-Security and Privacy</b></p> <p>An organization can't have effective privacy without information security. Privacy and security include the principal of transparency, notice, and choice.</p> <p>It is a fundamental responsibility of federal organizations to protect the privacy of their employees and being processed, stored, transmitted, and disposed of throughout int organization and information systems.</p>	<p>Same image and theme as slide 7</p> <p><b>On-screen text</b></p> <p><b>Cyber-Security and Privacy</b> (title)</p> <p>An organization can't have effective privacy without information security.</p> <p>Privacy and Security include the principles of:</p> <p>transparency notice choice</p>	Slide auto advances when narration is complete	

Sc. #	Audio / Voiceover	Visual / Display	Interaction	Notes/Reviewer Comments
		<p>It is the responsibility of organization to protect the privacy of:</p> <p>employees</p> <p>data:</p> <p>processed</p> <p>stored</p> <p>transmitted</p> <p>disposed of</p>		
9	<p><b>Knowledge Check</b></p> <p>Let's see how well you remember the information you just learned.</p> <p>Please match the correct definition with the term. Then, submit your answer.</p> <p>*Correct response Voiceover:</p> <p>Excellent! Select continue to move to the next section of this course.</p> <p>*Incorrect response Voiceover:</p> <p>Almost, please try again.</p>	<p>This screen is an interactive knowledge check screen.</p> <p>Background stock image of keyboard with purple theme overlay.</p> <p><b>On-screen text</b> (timed with audio):</p> <p><b>Knowledge Check</b> (title)</p> <p>Match the correct definition with the term.</p> <p>(Terms)</p> <ol style="list-style-type: none"> <li>1. Information Security</li> <li>2. Privacy</li> <li>3. Cyber Security</li> </ol> <p>(Definitions)</p> <ol style="list-style-type: none"> <li>1. The state of being protected against the unauthorized use of information</li> </ol>	<p>Create a Drag and drop matching activity. Match the definition with the term.</p> <p>2 attempts, after second incorrect attempt, correct answers are displayed on screen.</p>	

Sc. #	Audio / Voiceover	Visual / Display	Interaction	Notes/Reviewer Comments
		<p>2. The freedom from unauthorized intrusion</p> <p>3. The protection from cyber-attacks and exploitations.</p> <p>Feedback:</p> <p>Correct: Excellent! Select continue to move to the next section of this course.</p> <p>Incorrect: That is incorrect. Please try again.</p>		
10	<p><b>Three Pillars of Cyber Security</b></p> <p>There are three pillars to cyber security. Also known as C. I. A. Confidentiality, Integrity, and Availability. These pillars are the fundamental properties to maintain information security by limiting the access to, and protecting the information that is stored, processed and transmitted.</p> <p>(Layer 1) <b>Confidentiality</b> ensures that private (secret) information is protected from unauthorized disclosure.</p> <p>(Layer 2) <b>Integrity</b> is guarding against improper information modification or destruction and includes ensuring information non-repudiation and authenticity.</p> <p>(Layer 3) <b>Availability</b> is protecting the functionality of support systems and ensuring data is fully available at the point in time (or period requirements) when it is needed by its users.</p>	<p>Background image of a computer screen. Purple transparent overlay slides up as narration begins. Triangle with three colors and icons to represent Confidentiality, Integrity, and Availability pops up as soon as purple overlay is in place. Labels are hidden until narration states them.</p> <p>After second paragraph, layers appear one at a time with definition of C.I.A. Each layer is colored text box matching the three colors on the triangle.</p>	Slide advances when narration and layers are complete.	

Sc. #	Audio / Voiceover	Visual / Display	Interaction	Notes/Reviewer Comments
		 <p>Labels will pop up on the triangle sides as narration says them. Labels are Confidentiality (blue), Integrity (purple), Availability (green).</p> <p><b>On-screen text</b> (timed with audio):</p> <p>There are three pillars to cyber security.</p> <p>Confidentiality, Integrity, and Availability.</p> <p>(Layers 1-3 show text box with text matching voice over.)</p>		
11	<p><b>Three Pillars of Cyber-Security</b></p> <p>Click on each side of the triangle to learn more.</p>	<p>Interactive slide</p> <p>Use images from previous slide.</p> <p>Background shown when slide opens.</p>	<p>Learner clicks on each side of triangle to read an example of each situation.</p>	


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		<p>Purple overlay slides up then text appears, and narration begins.</p> <p><b>Base Layer:</b> As narration plays, triangle image from previous slide appears with a wheel in animation.</p> <p>Animation: Hand cursor appears and clicks on a side of the triangle to demonstrate</p> <p><b>On-screen text</b> (timed with audio):</p> <p>Click on each side of the triangle to learn more.</p> <p><b>Layer 1:</b> text box with "x" to close out</p> <p><b>On-screen text:</b> <b>Confidentiality</b></p> <p>Information on one of your documents shows project information assigned to you and is labeled Confidential Unclassified Information (CUI). If your document was shared without your authorization, this is a breach of Confidentiality because CUI should not be shared without authorization or permission.</p> <p><b>Layer 2:</b> <b>Integrity</b></p>		

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		<p>A computer worm infiltrates a computer system and modifies system software, causing the system to malfunction while providing false system status. The integrity of the system's software was violated in this attack.</p> <p><b>Layer 3:</b></p> <p><b>Availability</b></p> <p>You return to your workstation and no longer can access your computer, because someone else has locked you out. This is a breach of Availability because information is only allowed to be accessed by anyone authorized to do so in an appropriate manner and timeframe.</p>		
12	<p><b>Knowledge Check</b></p> <p>It's time for another knowledge check. Select all that apply and submit your answer.</p> <p><b>Feedback:</b></p> <p>(correct)</p> <p>Excellent, select continue to move to the next section of this course.</p> <p>(incorrect)</p> <p>Sorry, that is incorrect. Please review the previous content.</p> <p>(Try again)</p>	<p>Stock image background of keyboard. Image of the triangle without labels</p> 	Create multiple response question with 2 attempts. After second failed attempt show answers on feedback screen.	

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	Almost, please try again.	<b>On-screen text:</b> Knowledge Check What are the three pillars of cyber security? Select all that apply. Then submit your answer. Confidentiality Integrity Availability Privacy Security <b>Feedback:</b> Correct: Excellent! The three pillars are Confidentiality, Integrity, and Availability Incorrect: Sorry, that is incorrect. Please review the previous content. Try again: Please try again. Hint: C.I.A.		
13	<b>Personally Identifying Information</b> Personally Identifying information: Any information that can be used to trace or distinguish a person's identity is considered personally Identifying Information (PII).	Background image of a desk with computer/laptop open. Purple overlay When narration begins show text box with definition of PII	Slide auto advances when narration ends.	



Sc. #	Audio / Voiceover	Visual / Display	Interaction	Notes/Reviewer Comments
	<p>PII includes the following: Date of birth, Place of Birth, Mother's maiden name, and other unique identifying information.</p>	<p>As narration continues, show text box of each of the four examples of PII</p> <p><b>On-screen text</b> (timed with audio)</p> <p><b>Personally Identifying Information</b> (title)</p> <p>Definition: any information that can be used to distinguish or trace a person's identity is considered personally identifiable information or PII</p> <p>Examples: Date of Birth, Place of Birth, Mother's Maiden name, and other unique identifying information.</p>		
14	<p><b>Personally Identifying Information</b></p> <p>Here is a little more information about PII.</p> <p>The federal government restricts unauthorized disclosure of a person's PII. It is your responsibility to safeguard all PII. It should not be disclosed to any individual or made available without their written consent. .</p> <p>Flip over the cards to view more examples of PII.</p>	<p>Background image is a collage of examples of pii (name tag, ss card, driver's license, birth certificate, passport, etc.)</p> <p>Images fade up as narration begins. Then text box appears.</p> <p><b>On-screen text</b> (timed with audio)</p> <p><b>Personally Identifying Information</b> (title)</p> <p><b>Layer 1:</b></p> <p>The federal government restricts unauthorized disclosure of a person's PII. It is your responsibility to safeguard all PII. It should not be disclosed to</p>	Interactive slide with flash cards to flip	

Sc. #	Audio / Voiceover	Visual / Display	Interaction	Notes/Reviewer Comments
		<p>any individual or made available without their written consent.</p> <p><b>Layer 2:</b></p> <p>Types of PII (centered on screen with 6 flash cards surrounding each with illustration/icon.)</p> <p>*Appears after second paragraph narration</p> <p>Name</p> <p>Social Security</p> <p>Driver's license</p> <p>Citizenship</p> <p>Place of Birth</p> <p>Date of Birth</p>		
15	<p><b>Knowledge Check</b></p> <p>It's time for another knowledge check. Read the question and select the correct answer. Then click submit.</p> <p><b>Feedback:</b></p> <p>Correct:</p>	<p>Stock image of keyboard with lock and magnifying glass.</p> <p><b>On-screen text:</b></p> <p>The federal government restricts unauthorized disclosure of your PII</p>	Create a T/F question	

Sc. #	Audio / Voiceover	Visual / Display	Interaction	Notes/Reviewer Comments
	<p>Excellent! Select Continue to move to the next section of this course.</p> <p>Incorrect:</p> <p>Sorry, that is incorrect. Please review the previous content.</p> <p>Try again:</p> <p>Almost, please try again.</p>	<p>True</p> <p>False</p> <p>Answer: True</p> <p><b>Feedback:</b></p> <p>Correct:</p> <p>Excellent! You selected the correct response.</p> <p>Incorrect:</p> <p>Sorry, that is incorrect. Please review the previous content.</p> <p>Try again:</p> <p>Please review the previous two slides.</p>		
16	<p><b>Sensitive PII (SPII)</b></p> <p>Sensitive Personal identifying Information (SPII) is a subset of PII that should not be made public.</p> <p>If your SPII is lost, compromised, or disclosed without authorization, you could experience substantial harm, embarrassment, inconvenience, or unfairness.</p> <p>There are three categories of SPII classified as sensitive. Click on each category to learn more.</p> <p>Category 1 includes: Social security number, driver's license information, state identification, passport number, alien registration, and biometric identifiers.</p>	<p>Slide opens with video in background. Stock video file</p>  <p>6mwkUGsG2qH.mp4</p> <p><b>On-screen text (timed with audio):</b></p> <p>Sensitive Personal identifying Information (SPII) is a subset of PII that should not be made public.</p> <p>If your SPII is lost, compromised, or disclosed</p>	<p>Learner clicks on category and more information pops up. Learner can close each category tab once finished reading it.</p> <p>Narration reads for each category</p> <p>Learner must click each category before moving to the next slide.</p>	<p>. * If learner clicks another category current narration stops and new narration begins.</p> <p>*each category information is on a different layer.</p>

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	<p>Category 2 includes: Any medical information associated with an individual</p> <p>Category 3 includes: Any financial account information associated with an individual. Examples include bank account information, credit card information, or other financial information.</p>	<p>without authorization, you could experience substantial harm, embarrassment, inconvenience, or unfairness.</p> <p>Category 1 includes: Social security number, driver's license information, state identification, passport number, alien registration, and biometric identifiers.</p> <p>Category 2 includes: Any medical information associated with an individual</p> <p>Category 3 includes: Any financial account information associated with an individual. Examples include bank account</p>		
17	<p><b>Knowledge Check</b></p> <p>It's time for another knowledge check. Let see how well you remember. Click on the stack of papers to take a closer look and to sort through the documents.</p>	Image of a desk with a computer and a small stack of files.	Learner will click on the stack of files and will be taken to next slide for the knowledge check.	
18	<p><b>Knowledge Check</b></p> <p>As you sort through the documents you see different types of information. This information is illustrated in the images on the screen. Drag the images to the correct category folders. When you finish click submit.</p> <p>Correct:</p>	<p>Slide has three folders to represent the three categories of SPII. There are 6 images that will be revealed one at a time.</p> <p><b>On-screen text (timed with audio):</b></p>	<p>Create a drag and drop quiz activity.</p> <p>Each image disappears as if it has been put in the file when it is</p>	

Sc. #	Audio / Voiceover	Visual / Display	Interaction	Notes/Reviewer Comments														
	Excellent! Select Continue to move on.	<p>Drag the SPII example to the correct category folder.</p> <table><thead><tr><th>Image</th><th>Category #</th></tr></thead><tbody><tr><td>Passport</td><td>1</td></tr><tr><td>Medical Hist.</td><td>2</td></tr><tr><td>Bank Stmt</td><td>3</td></tr><tr><td>Social Sec.</td><td>1</td></tr><tr><td>Credit Card</td><td>3</td></tr><tr><td>Prescriptions</td><td>2</td></tr></tbody></table> <p>Correct:</p> <p>Excellent! You selected the correct response.</p>	Image	Category #	Passport	1	Medical Hist.	2	Bank Stmt	3	Social Sec.	1	Credit Card	3	Prescriptions	2	<p>dropped on the correct folder.</p> <p>Images will disappear when placed in correct folders. Images will bounce back to other side of screen when placed in the incorrect folder.</p>	
Image	Category #																	
Passport	1																	
Medical Hist.	2																	
Bank Stmt	3																	
Social Sec.	1																	
Credit Card	3																	
Prescriptions	2																	
19	<p><b>Controlled Unclassified Information</b> (Layer 1)</p> <p>Controlled Unclassified Information is a blanket term that covers certain types of information that is not classified but must be protected anyway.</p> <p>CUI includes, but is not limited to: Personally Identifiable Information, sensitive personally identifiable information, proprietary business information, unclassified technical information, and other forms of protected information</p>	<p>4 stock image of personal information</p> <p>Purple text boxes</p> <p><b>On-screen text (timed with audio):</b></p> <p>Controlled Unclassified Information, C.U.I is a blanket term that covers types of information that is not classified, but must be protected</p> <p>CUI includes, but is not limited to: Personally Identifiable Information, sensitive personally identifiable information, proprietary business information,</p>	<p>Slide auto advances when narration is complete.</p>															

Sc. #	Audio / Voiceover	Visual / Display	Interaction	Notes/Reviewer Comments
		unclassified technical information, and other forms of protected information		
20	<p><b>Misuse of CUI</b></p> <p>It is important to remember that if you misuse any form of CUI you may be charged with criminal or civil penalties under the Privacy Act.</p> <p>Click on each image for more information</p> <p>When you are ready, click next to continue.</p>	<p>Background image of office/computer</p> <p>1 image for criminal penalties</p>  <p>1 image for civil penalty</p>  <p><b>On-screen text (timed with audio):</b></p> <p>It is important to remember that if you misuse any form of CUI you may be charged with criminal or civil penalties under the Privacy Act.</p> <p>(criminal penalties)</p>	Click on images to learn more. Learner must click next to continue to next slide.	

Sc. #	Audio / Voiceover	Visual / Display	Interaction	Notes/Reviewer Comments
		<p>You may be charged with Criminal Penalties if you:</p> <p>Knowingly and willfully discloses PII to any person not entitled to receive it.</p> <p>Maintain a system of records without meeting the public notice requirements; or</p> <p>Request or obtain privacy-protected information concerning an individual from an agency record under false pretenses.</p> <p>Consequences:</p> <p>Criminal penalties may include misdemeanors, and/or a fine up to \$5,000 for each offense.</p> <p>(Civil penalties)</p> <p>You may be charged with Civil Penalties if you:</p> <p>Unlawfully refuse to amend or grant access for a record after receiving a proper request; or</p> <p>Fail to comply and maintain accurate, relevant, timely and complete records in a manner consistent with the Privacy Act provision or X rules.</p> <p>Consequences:</p> <p>Civil penalties may include payment of at least \$1,000</p>		

Sc. #	Audio / Voiceover	Visual / Display	Interaction	Notes/Reviewer Comments
		actual damages and reasonable attorney's fees for each offense.		
21	<b>Course Summary</b> In this course you were given information about Information Security and Privacy. You are now able to: Define key terms related to information and security (Information Security, Privacy, and Cyber-Security) List the three pillars of Information Security. Identify Controlled Unclassified Information (CUI) and Sensitive Personal Identifying Information (SPII).	Same stock image from the objectives slide. <b>On-Screen Text (timed with audio):</b> In this course you were given information about Information Security and Privacy. You are now able to: Define key terms related to information and security (Information Security, Privacy, and Cyber-Security) List the three pillars of Information Security. Identify Controlled Unclassified Information (CUI) and Sensitive Personal Identifying Information (SPII).	Auto advance to next slide.	
22	<b>Module Completed</b> Thank you for your participation. Select exit course to end this course.	Same stock video of Information and security digital globe animation on the screen that was displayed on the first "Introduction" slide <b>On-screen text</b> (timed with audio): Thank you for your participation!	End course button	

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