

**Sam Houston State University**  
**A Member of The Texas State University System**  
**Information Technology Services (IT@Sam)**

**Technology Security Training Policy: IT-13**

**PURPOSE:**

Understanding the importance of computer security and individual responsibilities and accountability for computer security are paramount to achieving organization security goals. This will be accomplished with a combination of general computer security awareness training and targeted product-specific training. The philosophy of protection and specific security instructions needs to be taught to and re-enforced with technology users. The security awareness and training information needs to be continuously upgraded and reinforced.

The purpose of the Technology Security Training Policy is to describe the requirements that ensure each user of SHSU information technology resources receives adequate training on technology security issues. Additionally, state law requires that institutions of higher education provide an ongoing information security awareness education program for all users of state-owned information resources (Texas Administrative Code (TAC) §202).

**SCOPE:**

The SHSU Technology Security Training policy applies equally to all employees.

**POLICY STATEMENT:**

1. All employees must attend the SHSU Security Awareness Training within 30 days of initially being granted access to SHSU information technology resources, or per request of the data owner or supervisor.
2. Annually, all employees must complete the SHSU Security Awareness training and pass the associated examination.
3. Annually, all employees must sign a non-disclosure agreement per IT-16 Non-Disclosure Agreement Policy stating they have read and understand SHSU requirements regarding IT@Sam policies and procedures.
4. IT@Sam must prepare, maintain, and distribute an [Information Security User Guide](#) that concisely describes SHSU information security policies and procedures.
5. IT@Sam must develop and maintain a communication plan that will communicate security awareness to the SHSU user community.

## **DEFINITIONS:**

**Information Security User Guide:** Describes the requirements that ensure each person has the knowledge to protect SHSU information technology resources, protect themselves and comply with applicable laws.

**Non-Disclosure Agreement:** Formal acknowledgement that all employees must sign acknowledging they have read and understand SHSU requirements regarding computer security policies and procedures. This agreement becomes permanent record and will be renewed annually.

**Security Awareness Training:** Annual training required by Texas Administrative Code §202 to re-familiarize users with the SHSU policies, their responsibility to protect SHSU resources and to behave in a responsible, ethical and legal manner.

**Texas Administrative Code (TAC) §202):** State law that outlines mandatory user security practices, specifically security awareness training and non-disclosure agreements.

## **Related Policies, References and Attachments:**

An index of approved IT@Sam policies can be found on the SHSU Information Technology Services Policies website at [http://www.shsu.edu/intranet/policies/information\\_technology\\_policies/index.html](http://www.shsu.edu/intranet/policies/information_technology_policies/index.html). Reference materials, legal compliance guidelines, and policy enforcement are available in the IT-00 Policy Compliance Document. The SHSU Information Security Program and SHSU Information Security User Guide are also available on the Information Technology Services Policies website.

Reviewed by: Mark C. Adams, VP for Information Technology, November 30, 2014  
Approved by: President's Cabinet, June 27, 2011  
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