

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

Technology Security Training Policy: IT-13

Introduction:

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.

Scope:

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

Policy Statement:

1. All employees must attend an approved Security Awareness training class within 30 days of being granted access to any SHSU information technology resources.
2. All employees must sign an acknowledgement stating they have read and understand SHSU requirements regarding IT@SAM policies and procedures.
3. IT@SAM must prepare, maintain, and distribute one or more information security manuals that concisely describe SHSU information security policies and procedures.
4. All employees must complete annual technology security-awareness training and pass the associated examination.
5. IT@SAM must develop and maintain a communications process to be able to communicate new technology security-program information, security bulletin information, and security items of interest.

Related Policies, References and Attachments:

An index of approved IT@SAM policies, review dates, reference materials, legal compliance guidelines, policy enforcement and general definitions are available in the IT-00 Policy Compliance Document. The collection of Sam Houston State University Information Technology policies and procedures are available online through the SHSU Policy link from the SHSU.edu homepage.

Reviewed by: Mark C. Adams, Associate VP for Information Technology, May 15, 2011
Approved by: President's Cabinet, June 27, 2011
Next Review: November 1, 2013