The following slides are an excerpt from the Sam Houston State University Security Awareness Training, required of all new employees. The text contained in the notes of each slide are the transcriptions of the voiceover recording in the online training.
Welcome to SHSUs Security Awareness Training. This video was prepared to educate individuals on the basic responsibilities needed to begin (or continue) utilizing State of Texas information technology resources, and to ensure each person has the knowledge to protect those resources and themselves.

This program applies equally to all individuals granted access privileges to any SHSU information technology resource.

The items we will cover today are:

An Introduction to the laws and policies that govern our security program and where to find them.

The responsibilities of SHSU relating to information security training and education.

Your responsibilities as a user of SHSU information technology resources.

And finally, a review of the acceptable use basics you need to know to be a responsible employee of SHSU.
Every university employee is tasked with adhering to FERPA laws.

FERPA — a federal law protecting the educational records of students. (eg, Grades, race, gender, SSN, DL#, citizenship and religion)

Public (or directory) information is not protected under FERPA law. Name, email address, phone number, honors, degrees & dates of attendance

You are required to protect all confidential FERPA information and can only review educational records for educational purposes.

Parents of enrolled students may have access to the student records if the student has given permission either in writing or electronically.