

# SAP 29.01.03.T0.13 Information Technology Services – Security Awareness and Training



Approved: May 4, 2006  
Revised: February 28, 2012  
Revised: May 21, 2014  
Next Scheduled Review: May 21, 2019

---

## Procedure Statement

---

Understanding the importance of information security and individual responsibilities and accountability pertaining to information security are paramount to achieving organization security goals. This can be accomplished with a combination of general information security awareness training and targeted, product-specific training. The security awareness and training information should be ongoing and updated as needed.

---

## Reason for Procedure

---

The purpose of this Standard Administrative Procedure (SAP) is to describe the requirements for ensuring that each user of university information resources receives adequate training related to information security issues.

This (SAP) applies to all users of Tarleton State University information resources.

The intended audience is all users of information resources.

---

## Procedures and Responsibilities

---

1. All Tarleton personnel who use information resources are required to comply with the procedures outlined in this SAP. Requirements:
  - 1.1 All new employees shall complete security awareness training provided through the Human Resources Department.
  - 1.2 All users of university information resources should have knowledge of, understand, and comply with university requirements regarding computer security policies and procedures.

2. Departments may require additional incidental training and require acknowledgement as determined by the department.
  3. Departmental information technology personnel shall establish and maintain a process to communicate new security program information, security bulletin information, and security items of interest to departmental personnel.
- 

## **Related Statutes, Policies, or Requirements**

---

Supplements [\*SAP 29.01.03.T0.19 Security of Electronic Information Resources\*](#)

---

## **Definitions**

---

**Information Resources (IR):** the procedures, equipment, and software that are designed, employed, operated, and maintained to collect, record, process, store, retrieve, display, and transmit information or data.

---

## **Contact Office**

---

Information Technology Services  
Executive Director and CIO of Information Technology Services  
254.968.9395