Information Technology Services Security Awareness and Training Standard

Approved: February 11, 2020

Standard 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 to be ongoing and updated as needed.

Reason for Standard

The purpose of this standard is to describe the requirements for ensuring that each user of university information resources receives adequate training related to information security issues. This standard applies to all users of Tarleton State University information resources. The intended audience is all users of information resources.

Standards and Responsibilities

1. All Tarleton personnel who use information resources are required to comply with the standards outlined in this standard. Requirements:

   1.1 All new employees shall complete security awareness training provided through the Employee

   Services 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.

Definitions

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

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