Information Technology Policy on Security Awareness Training

Area:	University Wide	Number:	
Subject:	Security Awareness Training Policy	Issued:	November 4, 2014
Applies To:	All University Employees and Contractors	Revised:	N/A
Sources:	USG IT Handbook Section 5.9	Page(s):	1 of 1

Purpose

The purpose of the policy is to establish that University employees and contractors have responsibilities to learn and apply security practices for the preservation and appropriate use of technology and information assets through mandatory participation in a security awareness program. The USG and Georgia Southern University cannot protect the confidentiality, integrity, and availability of information and information systems in today's highly networked technology environment without ensuring that each person involved understands their roles and responsibilities and is adequately trained to perform them.

Policy

Georgia Southern University employees (full/part-time employees and contractors) shall be made aware of their basic information security responsibilities through an awareness program in accordance with the **University System of Georgia IT Security Handbook Section 5.9 Security Awareness, Training and Education Policy and Standards** which establishes that:

- Training shall be conducted annually, participation shall be mandatory, and training completion shall be documented in personnel/contractor training records.

- Awareness training shall provide practical and simple guidance pertaining to employee and contractor roles and responsibilities for protecting the state's information assets, incident reporting and contingency preparedness.

- Training shall provide updates to and reinforce security policies and procedures and highlight overall awareness.

- Additional role-based security training shall be provided to IT specialists, developers, the security management organization, and others that have unique or specific information security responsibilities.

Procedures

The Vice President of IT Services in collaboration with Associate Vice President of Human Resources will execute a process annually to educate, assess competency, and record compliance of employees and contractors regarding appropriate IT security practices.

Enforcement

The USG IT Handbook established that the president of each USG institution is responsible for the Annual Security Plan, as noted in Section 5.1.2 of the USG IT Handbook. This responsibility is subsequently delegated to the Vice President of Information Technology and Chief Information Officer. Hence, the Vice President for IT Services at Georgia Southern University is responsible for enforcement of this policy.

Violations of the Security Awareness Training Policy may result in disciplinary action including dismissal or termination.