Policy Title: Security Training

Policy Type: Administrative


Approval Date: 05/28/2014 Revised

Responsible Office: Office of Information Technology

Responsible Executive: CIO

Applies to: Office of Information Technology

POLICY STATEMENT

Information security training is required to provide all IT system users with appropriate understanding regarding University Information Security Policies and acceptable use requirements for IT systems and data.

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CONTACT(S)

Office of Information Technology – (757)823-2869

STAKEHOLDER(S)

University Faculty & Staff
Office of Information Technology
PURPOSE

This control is intended to establish the policy and procedures for security training in order to identify the steps necessary to provide IT system managers, administrators, and users with awareness of system security requirements and of their responsibilities to protect IT systems and data.

REQUIREMENTS

NSU provides role-based security-related training: (i) before authorizing access to the system or performing assigned duties; (ii) when required by system changes; and (iii) as practical and necessary thereafter.

Supplemental Guidance: NSU determines the appropriate content of security training based on assigned roles and responsibilities and the specific requirements of the University and the information systems to which personnel have authorized access. In addition, NSU provides information system managers, system and network administrators, personnel performing independent verification and validation activities, security control assessors, and other personnel having access to system-level software, adequate security-related technical training to perform their assigned duties. NSU security training addresses management, operational, and technical roles and responsibilities covering physical, personnel, and technical safeguards and countermeasures. NSU also provides the training necessary for these individuals to carry out their responsibilities related to operations security within the context of the University’s information security program.

VIOLATIONS

Violations of this policy will be addressed in accordance relevant University and Commonwealth of Virginia policies, including University Policy 32-01 and Department of Human Resources Management Policy 1.75. The appropriate level of disciplinary action will be determined on an individual case basis by the appropriate executive or designee, with sanctions up to or including termination or expulsion depending upon the severity of the offense.

INTERPRETATION

The Information Security Officer is responsible for official interpretation of this policy. Questions regarding the application of this policy should be directed to the Office of Information Technology. The Information Security Officer reserves the right to revise or eliminate this policy.

PUBLICATION

This policy shall be widely published and distributed to the University community. To ensure timely publication and distribution thereof, the Responsible Office will make every effort to:
1. Communicate the policy in writing, electronic or otherwise, to the University community within 14 days of approval;

2. Submit the policy for inclusion in the online Policy Library within 14 days of approval;

3. Post the policy on the appropriate SharePoint Site and/or Website; and

4. Educate and train all stakeholders and appropriate audiences on the policy’s content, as necessary. Failure to meet the publication requirements does not invalidate this policy.

**REVIEW SCHEDULE**

- Next Scheduled Review: 05/28/2015
- Approval by, date: Office of Information Technology and 05/28/2014
- Revision History:
- Supersedes (previous policy): OIT 62.8.203 Security Training

**RELATED DOCUMENTS**

Virginia Commonwealth State policy SEC501-08 Information Security Standard