SRSU Policy: Awareness and Training Policy
SRSU Policy ID: APM 7.22
Policy Reviewed by: Office of Information Technology
Approval Authority: Executive Cabinet
Approval Date: May 14, 2024
Next Review Date: May 14, 2029

Purpose:	The purpose of this policy is to define information security controls around awareness and training.
Scope:	This policy applies to Sul Ross State University. All users are responsible for understanding and observing these and all other applicable policies, regulations, and laws in connection with their use of the institution's information resources.
Application:	The statements in this document meet the minimum requirements established for the Texas State University System and its component institutions. At the discretion of Sul Ross State University, more stringent, restrictive, or enhanced requirements may be established.
Review:	This policy will be reviewed at minimum every five years, or more frequently as needed, by the Sul Ross State University information security officer and appropriate Office of Information Technology staff.

POLICY/PROCEDURE

1. **Policy Statements**

   1.1 Training implemented by Sul Ross State University must comply with applicable federal or state laws, Executive Orders, directives, regulations, policies, standards, and guidance.

2. **Definitions**

   2.1 Sul Ross State University defines technical policy terms in the information technology glossary.

3. **Security Awareness and Training Policy**
   Authority - DIR Controls Catalog (CC): AT-1

   3.1 Sul Ross State University must:

       3.1.1 Develop procedures to facilitate the implementation of security awareness and information security training;

       3.1.2 Provide information security training for all users of university information systems; and

       3.1.3 Review and update security awareness and training procedures at an institution-defined frequency.

4. Basic Security Awareness Training
Authority - DIR CC: AT-2, TGC 2054.5192

4.1 Sul Ross State University must provide:

    4.1.1   An ongoing information security awareness program to target all users;

    4.1.2   Security awareness training for employees at least annually or as required by changes to information systems;

    4.1.3   New employees with information security awareness training during the onboarding process; and

    4.1.4   Security awareness training for contractors who have access to Sul Ross State University's computer system or database.

5. Role-Based Security Training
Authority - DIR CC: AT-3

5.1 Sul Ross State University must provide role-based security training:

    5.1.1   To information resource employees with administrative privileges and responsibilities;

    5.1.2   Before authorizing access to information systems; and

    5.1.3   To information resource employees on a recurring basis (at least annually).

6. Security Training Records
Authority - DIR CC: AT-4

6.1 Sul Ross State University must:

    6.1.1   Document and monitor individual information system security training activities including basic security awareness training and specific information system security training; and

    6.1.2   Retain individual training records for an institution-defined time period.