Texas A&M Health Science Center Guidelines

29.01.03.Z1.16 Guideline: Security Training

Approved September 1, 2010
Revised February 13, 2013

Supplements System Regulation 29.01.03 and TAMU SAP 29.01.03.M1.19

Reason for the Guidelines

Understanding the importance of computer security and individual responsibilities and accountability for computer security are paramount to achieving organization security goals. This can be accomplished with a combination of general computer security awareness training and targeted, product specific training. The philosophy of protection and specific security instructions needs to be taught to, and re-enforced with, computer users. The security awareness and training information needs to be continuously upgraded and reinforced. The Texas A&M University Health Science Center (HSC) Security Training Policy applies equally to all individuals that use any HSC information resources.

1. Security Training

1.1 All new users must take an approved Security Awareness training course prior to, or within 30 days of, being granted access to any HSC information resources.

1.2 All users must sign an acknowledgement stating they have read and understand HSC requirements regarding computer security policies and procedures.

1.3 All users must be provided with sufficient training and supporting reference materials to allow them to properly protect HSC information resources.

1.4 OIT must prepare, maintain, and distribute one or more information security manuals that concisely describe HSC information security policies and procedures.

1.5 All users must take an annual computer security compliance training course and pass the associated examination.

1.6 OIT must develop and maintain a process to be able to communicate new computer security program information, security bulletin information, and security items of interest.
2. Violations

Violations of this policy may result in disciplinary action which may include termination for employees and temporary workers; a termination of employment relations in the case of contractors or consultants; dismissal for interns and volunteers; or suspension or expulsion in the case of a student. Additionally, individuals are subject to loss of HSC information resources access privileges, civil, and criminal prosecution.

OFFICE OF RESPONSIBILITY:

Vice President for Finance and Administration