LAMAR UNIVERSITY

INFORMATION TECHNOLOGY POLICIES

SECTION: Information Technology   Number: 10.01.04
AREA: Information Security

SUBJECT: Information Security Awareness Training Policy

I.   PURPOSE

Security awareness is a critical component of the Lamar University Information Security Program. The goal of the Information Security Awareness Educational Program is to strengthen the information security culture and posture of Lamar University through education, active learning, communication, and collaboration. The program will also enhance stakeholder awareness of potential threats to Lamar University's information resources.

Lack of awareness could:

A. Increase risk from ineffective and inefficient use of applications and technology.

B. Increase risk of exposure to the operational environment.

C. Reduce the ability to achieve service management objectives.

D. Reduce the ability to recognize and report information security threats and incidents.

For managing these risks, this policy establishes the program and the requirements for participation in adequate and appropriate training. By approval of this policy, management demonstrates support for security awareness, the program, and participation of the Lamar University community.

II.   SCOPE

Security awareness is the responsibility of all members of the Lamar University community who utilize Lamar University information resources. The training aspect of this policy applies to all University affiliates regardless of position or role and administered by the Human Resources department (HR).

III.   DEFINITIONS

See Definition Catalog Version 4 or higher

IV. ROLES AND RESPONSIBILITIES

A. AWARENESS AND TRAINING

1. *Security Awareness and Training Policy and Procedures [AT-1]*
   1.1. To administer the security awareness program, the information security officer (ISO) will designate a security awareness officer to:
      1.1.1. Coordinate all activities of the program.
      1.1.2. Develop and maintain all program documentation.
      1.1.3. Measure the program for effectiveness and report the results to the ISO.
      1.1.4. Ensure program activities meet relevant compliance requirements.
      1.1.5. Retain training records for at least one year.
      1.1.6. Develop, maintain, and disseminate procedures to facilitate program implementation.

2. *Basic Security Awareness Training [AT-2]*
   2.1. Lamar University must provide:
      2.1.1. An ongoing information security awareness program to target all users.
      2.1.2. Security awareness training for employees at least annually or as required by changes to information systems.
      2.1.3. New employees with information security awareness training during the onboarding process.
      2.1.4. Security awareness training for contractors who access Lamar University's information systems that store or process confidential information.

3. *Role-Based Security Training [AT-3]*
   3.1. Lamar University must provide role-based security training:
      3.1.1. To information resource employees with privileged accounts and responsibilities.
      3.1.2. Before authorizing access to information systems.
      3.1.3. To information resource employees on a recurring basis (at least annually).

4. *Security Training Records [AT-4]*
   4.1. Lamar university must:
      4.1.1. Document and monitor individual information system security training activities, including basic security awareness training and specific information system security training.
      4.1.2. Retain individual training records for at least one year.

V. EXCEPTIONS

    A. The ISO, with the approval of the Lamar University President, may issue documented exceptions to controls in this policy based on justifications communicated as part of the risk assessment process.

VI. ENFORCEMENT

    A. Failure to adhere to the provisions of this policy statement may result in:
        1. Loss of Lamar University Information Resources access privileges.
        2. Disciplinary action up to and including termination for employees, contractors, or consultants.
        3. Dismissal for interns and volunteers.
        4. Suspension or expulsion in the case of a student.
        5. Civil or criminal prosecution.

VII. RELATED DOCUMENTS

    A. Information Technology Policies and Standards Definition Catalog.
    B. Texas Business and Commerce Code
    C. Texas Administrative Code TAC 202
    D. Texas Government code 2054

VIII. REVISION AND RESPONSIBILITY

Oversight Responsibility: Information Technology

Review Schedule: Every three years

Last Review Date: 06,02, 2021

Next Review Date: 06,02, 2024

IX. APPROVAL

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President, Lamar University

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IRM, Lamar University

REVISION LOG

Revision Number	Approved Date	Description of Changes
1	06,02,2021	New Policy.