



Information Technology Policy and Procedures

Policy: Security Awareness Training

Policy Title: Security Awareness Training	Approval Date: 3/6/2020
Policy ID: 5103	Effective Date: 3/6/2020
Oversight Executive: VP for IT & CIO	Next Review Date: 7/1/2023

1. Purpose

To provide a more secure Information Technology (IT) environment, all members of the University community must be aware of IT system security and their responsibilities to protect the University's IT systems and data. This policy outlines the requirement and responsibilities related to the University's IT Security Awareness Training Program and the consequences of noncompliance with this policy.

2. Policy

Completing IT Security Awareness Training is mandatory for the following groups hereafter referred to as "users":

- Faculty
- Administrative & Professional Faculty
- Staff
- Wage Employees
- Adjunct Faculty
- Student workers and Graduate Assistants with access to sensitive data or systems
- Contractors/Vendors with access to sensitive systems

Radford University will provide an online Security Awareness Training course and/or live workshops. The university Information Security Officer (ISO) is responsible for managing the IT Security Awareness Program. The ISO will inform users and supervisors of their requirements, monitor compliance with the training requirement and update supervisors regarding compliance of their employees. If a user has not completed the Security Awareness Training, the ISO will revoke their account. Users will be required to complete the Security Awareness Training course before their account is reinstated.

All newly hired employees are required to complete the Security Awareness Training course before (or as soon as practical after) receiving access to University IT systems.

Users will be required to:

- Complete an annual IT Security Awareness Training course and agree to abide by relevant university IT Security policies.

Supervisors, Managers, Deans and Directors are required to:

- Ensure each employee under his/her supervision has completed the Security Awareness Training course.

3. Procedures

The ISO will work closely with Human Resources and Material Management and Contracts to identify the population of users that require Security Awareness Training. The ISO will provide information and instructions on utilizing the online Security Awareness Training course as well as providing any live workshops.

4. Definitions

5. Related Information

6. Policy Background

7. Approvals and Revisions

Approved: June 29, 2009 by Vice President for Information Technology & CIO, Danny Kemp

Revised: Oct 1, 2009

Revised: Feb 8, 2010

Revised: March 6, 2020 – minor wording changes for clarification.