Security Training Procedure

Introduction
Understanding the importance of information resource security and individual responsibilities and accountability are paramount to achieving organization security goals at Texas A&M University- Kingsville (TAMUK). This can be accomplished with a combination of general information resource security awareness training and targeted, product specific training. The training information on security awareness is updated by the Texas A&M University System.

Purpose
The purpose of this procedure is to describe the requirements to ensure each user of information Resources receives adequate training on information resource security issues.

Audience
The procedure applies to individuals that use any University Information Resource.

Security Training Procedure
1. New users must complete the System required Information Security Awareness training module prior to, or at least within 30 days of, being granted access to any TAMUK information resources.
2. The Security Awareness training module will be re-taken biennially.
3. Users must make an acknowledgement stating they have read and understood TAMUK requirements regarding information resource security rules and procedures.
4. Users must be provided with sufficient training and supporting reference materials to allow them to properly protect TAMUK Information Resources.

Disciplinary Actions
Violation of this procedure may result in disciplinary action up to and including termination for employees and temporaries; 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 TAMUK Information Resources access privileges, civil, and criminal prosecution.

References
1. Copyright Act of 1976
2. Computer Fraud and Abuse Act of 1986
4. DIR Practices for Protecting Information Resources Assets
5. DIR Standards Review and Recommendations Publications
7. The Health Insurance Portability and Accountability Act of 1996 (HIPAA)
8. IRM Act, 2054.075(b)
9. The State of Texas Information Act
10. The State of Texas Penal Code, Chapters 33 and 33A
11. Texas Administrative Code, Chapter 202
12. Texas A&M University-Kingsville Procedure 29.01.03.K1.010
13. Texas A&M University-Kingsville Procedure 29.01.04.K1.010
14. Texas Government Code, Section 441