Objective:

To establish a formal, documented Security Awareness, Training, and Education Program for University information systems users, and facilitate appropriate training controls.

Scope:

This program applies to all users of and information technology (IT) resources owned, operated, or provided by The University of Tennessee Space Institute (UTSI) including its remote centers.

“Users” includes but is not limited to students, faculty, staff, contractors, agents, representatives, and visitors accessing, using, or handling the University’s information technology resources.

Information transmitted or stored on University IT resources is the property of the University unless it is specifically identified as the property of other parties.

Principles:

The University has chosen to adopt the policy principles established in the National Institute of Standards and Technology (NIST) 800 series of publications, and this policy is based on those guidelines. Specifically, this program is based on guidelines in NIST Special Publication 800-50, Building an Information Technology Security Awareness and Training Program.

The Chancellor or equivalent at each Campus must designate an individual or functional position responsible for information security at their Campus (Position of Authority and/or Campus Authority). The Position of Authority should be at a high enough organizational level to allow him/her to speak with authority on and for the Campus.

UTSI must develop or adopt and adhere to a program that demonstrates compliance with related policies and standards. This program is the responsibility of the Position of Authority.

Each User of University resources is required to be familiar and comply with University policies. Acceptance of University policy is assumed if a User accesses, uses, or handles University resources.
Program Details:

The campus users must successfully complete security awareness training annually. A reasonable amount of time will be granted to successfully complete the training in the current Learning Management System (LMS). Information security awareness training will be used in personnel performance evaluations. Additional training will be required for individuals with specific roles and responsibilities within the University.

Workforce Designation:

The Workforce at UT SI will consist of all current faculty, staff, and student workers.

New Hires:

All new employees are required to complete security awareness training within 30 days of being hired (AT-2). The account expiration date will be set in Active Directory so if training hasn’t been completed before the deadline, their account will be disabled. Their account will be reactivated temporarily until they successfully complete training. The expiration date will be removed once the user has passed the security awareness course in the LMS.

Required Training:

All current faculty, staff, retirees, and student workers are required to successfully complete the “Required Core” module each calendar year (AT-2).

Visitors:

Visitors to campus are not required to complete security awareness training. They are only permitted to use the publicly-accessible computers in the Library, the “ut open” wireless network, or Eduroam if they are from a participating institution.
Evaluation and Feedback:

Mechanisms for evaluation and feedback should be implemented into training to help determine effectiveness and quality.

Updating:

Training content and delivery should be evaluated at least yearly. Additional evaluation will be necessary with changes in:

Mandatory Controls:

Mandatory security controls are University-wide controls that are required to be consistently designed, implemented, monitored, and assessed.

Workforce Designation: Each Campus must designate the makeup of its Workforce requiring Awareness Training.

Basic Security Awareness Training (AT-2): Basic security awareness training as a part of initial training for new users, when it is required by information system changes, and annually thereafter.

Role-based Security Training (AT-3): Each Campus must provide role-based security training to personnel with assigned security responsibilities before authorizing access to the information system or performing assigned duties, when required by information system changes, and annually thereafter.

Security Training Records (AT-4): Each campus must document and monitor individual information system user security training activities.