



<b>UT Space Institute Policy:</b>	
<b>IT0123-SI – Security Awareness, Training, and Education Program</b>	
<b>Version: 1</b>	<b>Effective Date: 08/01/2019</b>

## **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.

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### **Program Details**

The campus Workforce 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 can 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 UTSI will consist of all current faculty and staff.

### **New Hires**

All new employees are required to complete security awareness training within 30 days of being hired (AT-2).

### **Required Training**

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

### **Advanced Training**

All UTSI executives and administrators must also successfully complete the “Required Advanced” module in addition to “Required Core” (AT-3).

### **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.



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## Tracking Participation

The LMS used to provide training content must have the ability to monitor and report compliance and progress (AT-4). Participation in security awareness training can be documented for credit in accordance with UT policy HR0128.

## Updating

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

- Updated content
- Platform
- Policies
- Legal requirements

## References:

IT0123 - *Security Awareness, Training, and Education*

HR0128 - *Human Resources Development*

NIST SP 800-50 - *Building an Information Technology Security Awareness and Training Program*

NIST SP 800-16 Revision 1, 3rd Draft - *A Role-Based Model for Federal Information Technology/Cybersecurity Training*

NIST SP 800-53 Revision 4 - *Recommended Security Controls for Federal Information Systems and Organizations*

## Definitions:

Eduroam - A global wireless network access service for research and education organizations to provide students, researchers, staff and faculty with wireless access at participating institutions through the use of their home institution credentials.

Employee - Faculty, staff, or student worker



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Visitor - A user not directly affiliated with the university.