

FLORIDA	OFFICIAL
POLYTECHNIC	UNIVERSITY
UNIVERSITY	POLICY

Subject/Title: Mandatory Information Security Training-Employees
FPU Policy Number: FPU-11.0011P
<input checked="" type="checkbox"/> New Policy <input type="checkbox"/> Major Revision of Policy <input type="checkbox"/> Minor Technical Revision of Policy
Date First Adopted: March 18, 2016
Date Revised:
Responsible Division/Department: Information Technology Systems
Initiating Authority: Tom Hull, Vice President and Chief Information Officer

A. APPLICABILITY/ACCOUNTABILITY:

This policy applies to all employees. Information Technology Systems (“IT”) manages security training content and Human Resources manages the training process. IT provides employees with log in information for online security training. IT also provides training updates via email, in training sessions and by posting information on the IT web site and portal.

B. POLICY STATEMENT:

All University employees must take the mandatory online security training, complete annual IT security training updates and comply with University IT policies and procedures. An employee’s failure to complete the required training or failure to sign the IT Security Policy Acknowledgement form may result in termination of the employee’s access to the University network. An employee’s failure to comply with University policies may result in disciplinary action up to and including termination of employment.

1. New employees. New employees must complete the online security training modules listed below on their first day of employment and must pass the online test to obtain a certificate of completion (The approximate time for completing all modules is 1.5 hours). New employees must also sign an acknowledgement form, provided by Human Resources, indicating that the employee/user has read University IT policies before receiving access to University IT resources. An employee who fails to complete the mandatory training on the first day the employee reports to work will have his/her University network account deactivated until the employee completes the training.
2. Annual training for existing employees. All University employees who have been employed at the University for at least six months on or before April 1 of each year must complete the online IT security training modules listed below between April 1 and May 31 and pass the online test to obtain a certificate of completion annually (The approximate time for completing all modules is 1.5 hours). Employees who have not completed their training before May 15 of each year will receive an email reminder to do so, with a second email reminder being sent out, if necessary, on May 22 with a copy to the employee’s supervisor. If an employee fails to complete the training by May 31, the University may temporarily deactivate the employee’s account until the employee completes the training.

Mandatory Online Security Training Modules.

Module Number	Modules	
1	Introduction	Mandatory
2	You Are the Target	Mandatory
3	Social Engineering	Mandatory
4	Email & Messaging	Mandatory
5	Browsing	Mandatory
6	Social Networks	Mandatory
7	Mobile Device Security	Mandatory
8	Passwords	Mandatory
9	Encryption	Mandatory
10	Data Security	Mandatory
11	Data Destruction	Mandatory
12	Wi-Fi Security	Mandatory
13	Working Remotely	Mandatory
14	Insider Threats	Mandatory
15	Help Desk	Only mandatory for IT personnel
16	IT Staff	Only mandatory for IT personnel only
17	Physical Security	Mandatory
21	Hacked	Mandatory
22	Senior Leadership	Mandatory
23	PCI-DSS	Only mandatory for areas accepting credit cards
24	FERPA	Mandatory
26	Personally Identifiable Information	Mandatory
27	Criminal Justice	Only mandatory for Police/Security Officers
29	Gramm-Leach-Bliley Act: Educational	Mandatory
30	Gramm-Leach-Bliley Act: Financial	Mandatory
32	Ethics	Mandatory
34	Cloud	Mandatory
36	Data Retention	Mandatory
37	Social Security Numbers	Mandatory
39	Federal PII	Mandatory
41	Privacy	Mandatory
42	International Travel	Mandatory
44	Client Confidentiality in Law Offices	Only mandatory for Office of the General Counsel
45	Conclusion	Mandatory

POLICY APPROVAL

Policy No.: FPU-11.0011P

[Signature]
Initiating Authority

3-18-14
Date

[Signature]
Policies & Procedures Review Committee Chair

3-18-14
Date

Mave
President/Designee

3/18/16
Date

Approved by FPU BOT, if required

Date