FLORIDA	OFFICIAL
POLYTECHNIC	UNIVERSITY
UNIVERSITY	POLICY

Subject/Title: Mandatory Information Security Training-Employees
FPU Policy Number: FPU-11.0011P
___ New Policy _X_ Major Revision of Policy __ Minor Technical Revision of Policy
Date First Adopted: March 18, 2016
Date Revised: December 20, 2019
Responsible Division/Department: Technology Services
Initiating Authority: Mark Mroczkowski, CFO

A. BACKGROUND:

To address the increasing threats to the security of the University's information systems and data, Florida Polytechnic University requires cyber security awareness training of all employees, including faculty, staff, student-employees, and volunteers with access to University data. Technology Services administers this training. Each employee has a responsibility to safeguard the information entrusted to us. This training program will better prepare all University employees to fulfill our duty to protect the University's information systems and data. A substantial number of cyber-attacks involves the unintended actions of users of information systems, and this risk can be mitigated through an effective security awareness training program.

B. APPLICABILITY/ACCOUNTABILITY:

This policy applies to all employees of Florida Polytechnic University. Technology Services ("TS") manages security training content, access to content, and the training process. TS also provides training updates by email, by in-person, and by posting information on the TS website and portal.

C. POLICY STATEMENT:

All University employees must complete annual mandatory online cyber security training and training updates. An employee's failure to complete the required training and failure to acknowledge the University IT policies and procedures may result in termination of the employee's access to the University IT resources, and disciplinary action up to and including termination of employment.

1. New employees. New employees must complete the online security training after starting employment, within the first 30 days from the employee's official first day of employment. Before receiving access to University IT resources, new employees must also sign an acknowledgement form, provided by Human Resources, indicating that the employee has read University IT policies, and understands security best practices and their role in protecting the University's information technology systems and data.

2. Annual training for existing employees. All University employees who have been employed at the University for at least six months on or before September 1 of each year must complete the online cyber security training between September 1 and the last business day of October and pass the online test to obtain a certificate of completion annually.

D. PROCEDURES:

To the extent that this policy governs automated business processes, these procedures are documented within the University's Enterprise Resource Planning (ERP) system. Any/all other procedures governed by this policy, will reside on the TS's website.

POLICY APPROVAL

Policy No.: FPU-11.0011P

Initiating Authority	Date
Policies & Procedures Review Committee Chair	Date
President/Designee	Date
Approved by FPU BOT, if required	Date

EXECUTED SIGNATURE PAGES ARE AVAILABLE IN THE OFFICE OF THE GENERAL COUNSEL