Standard Administrative Procedure Statement

General
Understanding the importance of computer security and individual responsibilities and accountability for computer security are paramount to achieving organization security goals. This can be accomplished with a combination of general computer security awareness training and targeted, product specific training. The philosophy of protection and specific security instructions need to be taught to computer users. In addition, the security awareness and training information needs to be continuously upgraded and reinforced.

Applicability
The purpose of this SAP is to describe the requirements that ensure each user of Texas A&M International University (TAMIU) Information Resources receives adequate training on computer security issues. This SAP applies to all individuals who use TAMIU Information Resources.

Definitions

Information Resources (IR): Any computer printouts, online display devices, magnetic storage media, and all computer-related activities involving any device capable of receiving email, browsing websites, or otherwise capable of receiving, storing, managing, or transmitting electronic data including, but not limited to, mainframes, servers, personal computers, notebook computers, hand-held computers, tablets, distributed processing systems, network attached and computer controlled medical and laboratory equipment (i.e. embedded technology), smartphones, telecommunication resources, network environments, telephones, fax machines, printers and service bureaus. Additionally, it includes the procedures, equipment, facilities, software, and data that are designed, built, operated, and maintained to create, collect, record, process, store, retrieve, display, and transmit information.

Information Security Officer (ISO): Person responsible to the executive management for administering the information security functions within the University. The ISO is TAMIU’s internal and external point of contact for all information security matters

Office of Information Technology (OIT): The name of the TAMIU department responsible for computers, networking and data management.
Procedures and Responsibilities

1. Security Training
   1.1 TAMIU will use the "New Employee Orientation" to initiate security and copyright awareness and educate new employees about TAMIU’s OIT Standard Administrative Procedures.
   1.2 Security awareness training will be required for all faculty and staff who access the TAMIU network. Human Resources and the ISO will be responsible for ensuring that the appropriate training is provided and utilized by all network users.
   1.3 OIT will offer at least one annual Security Awareness training.

Disciplinary Actions
Violation of this SAP may result in disciplinary action which may include termination for employees, termination of business relationships for contractors or consultants, dismissal for interns and volunteers, or suspension or expulsion for students. Additionally, individuals are subject to loss of TAMIU Information Resources access privileges and civil and criminal prosecution.

Related Statutes, Policies, Regulations, Rules or Requirements
TAC 202.75 Security Standards for Institutions of Higher Education

Appendix

References
Copyright Act of 1976
Foreign Corrupt Practices Act of 1977
Computer Fraud and Abuse Act of 1986
Computer Security Act of 1987
The Health Insurance Portability and Accountability Act of 1996 (HIPAA)
The State of Texas Information Act
Texas Government Code, Section 441
Texas Administrative Code, Chapter 202
IRM Act, 2054.075(b)
The State of Texas Penal Code, Chapters 33 and 33A
DIR Practices for Protecting Information Resources Assets
DIR Standards Review and Recommendations Publications

Contact Office

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<thead>
<tr>
<th>Office of Information Technology</th>
<th>Information Security Officer</th>
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<tbody>
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<td>Hotline: (956) 326-2310</td>
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<td>Killam Library 257</td>
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<tbody>
<tr>
<td>Monday - Friday: 7:30 AM - 6:00 PM</td>
<td><a href="mailto:itsecurity@tamiu.edu">itsecurity@tamiu.edu</a></td>
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<td>Saturday - Sunday: Closed</td>
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