



# State of Nevada

## Information Technology Security Committee

### Standard

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#### 1.0 PURPOSE

This standard establishes the minimum Information Technology (IT) Security Awareness Training standards for users of State information and information technology.

An effective level of awareness and training is essential to a viable IT Security Plan. IT Security Awareness Training helps insure that employees, consultants and contractors are aware of their responsibilities in protecting State information and information technologies from accidental or unauthorized access, manipulation, modification or destruction. The users who are not informed of management's policy, procedures and commitment to IT security are not likely to take steps to prevent occurrence of violations, make needed suggestions about improving security, nor recognize and report security threats and vulnerabilities.

#### 2.0 SCOPE

This standard applies to all state agencies meeting the requirements identified in the State IT Security Policy, Section 2.0 Scope.

#### 3.0 EFFECTIVE DATES

The requirements of this standard are effective 90 days after sign-off by the Governor or his designee.

#### 4.0 RESPONSIBILITIES

The appointed or assigned agency Information Security Officer (ISO) has the responsibility to establish this standard.

#### 5.0 RELATED DOCUMENTS

State IT Security Policy, 4.02  
State Information Security Officer (ISO) Roles and Responsibilities, 4.03

#### 6.0 STANDARDS

- A. Agencies shall make available on-going awareness training programs in IT Security and in the protection of information resources for all personnel, including consultants and contractors, who have access to any State information systems.
- B. IT Security Awareness Training shall include periodic briefings and continual reinforcement of the standards of information security. Continual training may be accomplished using various types of technologies such as security bulletins, e-mails, and websites. Any changes to the policy that affect the user(s) must be communicated to the user(s) prior to/or promptly after the change depending upon the circumstance of the revision.



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- C. The Information Security Officer (ISO) shall coordinate efforts with the agency personnel or training section to ensure that all new and existing employees, consultants and contractors attend an orientation program that introduces information security awareness and inform them of information security policies and procedures. All employees, consultants and contractors that have access to information systems must acknowledge the security requirements of the system and their responsibility to maintain the security of the systems before access to the system is granted.
- D. Acknowledgement of IT Security Awareness Training and/or Orientation occurs by signing a security awareness document indicating they understand their rights and responsibilities upon completion of the security awareness training and/or Employee Orientation. The ISO will determine the content of this document and how often this acknowledgement should be renewed.

#### 7.0 DEFINITIONS

N/A

#### 8.0 EXCEPTIONS/OTHER ISSUES

Requests for exception to the requirements of this IT Security Standard must be documented, provided to and approved by the State IT Security Committee and Chief Information Officer (CIO).

<i>Approved By</i>		
Title	Signature	Date
<b>IT Security Committee Chair</b>	Signature on File	08/29/2001
<b>NV IT Operations Committee Chair</b>	Signature on File	02/14/2002
<b>Governor/Governor's Representative</b>	Signature on File	06/17/2003

<i>Document History</i>		
Revision	Date	Change
A	02/14/02	Initial release.