

## Technology Services Policy 7.23: Security Awareness Training

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Sources/Links:

SDBOR 7.1: [Acceptable Use of Information Technology Systems](#)

SDBOR 7.4: [Security of Information Technology Systems](#)

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### NORTHERN STATE UNIVERSITY

#### Policies and Guidelines

SUBJECT: NSU Security Awareness Training Policy

NUMBER: 7:23

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#### 1. Purpose

To establish a policy regarding expectations for NSU account holders to participate in cyber-security awareness training.

#### 2. Target Audience

This policy applies to all individuals who are provided a Northern State University account, including but not limited to NSU and SDSBVI employees and volunteers, on-campus un-affiliated users, and emeritus faculty.

#### 3. Policy

- a. Each new NSU employee shall successfully complete web-based cyber-security training within the first 30 days of employment.
- b. Each existing NSU employee is required to successfully complete annual cyber-security awareness training within 30 days of assignment by the Technology Services Department.
- c. NSU employees who have access to certain types of sensitive data may be required to complete additional training.
- d. Failure of a NSU employee to comply with the requirements of this policy may lead to disciplinary action as defined by Board Policy.
- e. Phishing campaigns will be conducted on a monthly basis.

#### 4. Responsible Administrator

The Vice President of Technology is responsible for annual review of this policy and its procedures.

#### 5. References

**6. Source History:**

- Approval Date: November 13, 2023
- Approved By: Executive Leadership Team
- Review Date: