

The following slides are an excerpt from the Sam Houston State University Security Awareness Training, required of all new employees. The text contained in the notes of each slide are the transcriptions of the voiceover recording in the online training.

The background is a dark purple gradient with several glowing white spots. It features wavy, light-colored lines and streams of binary code (0s and 1s) that curve across the frame, creating a digital or data-themed aesthetic.

Sam Houston State University

Security Awareness Training

Outline



- Introduction
- SHSU Responsibilities
- Your Responsibilities
- Acceptable Use Basics

Welcome to SHSUs Security Awareness Training. This video was prepared to educate individuals on the basic responsibilities needed to **begin (or continue)** utilizing State of Texas information technology resources, and to ensure each person has the knowledge to protect those resources and themselves.

This program applies equally to all individuals granted access privileges to any SHSU information technology resource.


The items we will cover today are:

An Introduction to the laws and policies that govern our security program and where to find them.


The responsibilities of SHSU relating to information security training and education.

Your responsibilities as a user of SHSU information technology resources.

And finally, a review of the acceptable use basics you need to know to be a responsible employee of SHSU.



FERPA



FERPA
Family Educational Rights and Privacy Act

FERPA – a federal law protecting the educational records of students.
Grades, race, gender, SSN, DL#, citizenship & religion

Public (or directory) information is not protected under FERPA law.
Name, email address, phone number, honors, degrees & dates of attendance

You are required to protect all confidential FERPA information and can only review educational records for educational purposes.

Parents of enrolled students may have access to the student records if the student has given permission either in writing or electronically.

Every university employee is tasked with adhering to FERPA laws

FERPA – a federal law protecting the educational records of students. (eg, Grades, race, gender, ssn, DL#, citizenship and religion)

Public (or directory) information is not protected under the FERPA law, such as: Name, email address, phone number, honors and degrees, and dates of attendance

You are required to protect all confidential FERPA information. This includes discussing the educational records of students with other staff and faculty. You can only review educational records for educational purposes.

An example of educational purposes might be that a student asks you to write a letter of recommendation for him or her. This is a legitimate reason to need to review their educational records.

But if a student applies for a job in your department, you may not review his or her educational records to make that decision – this is not a legitimate educational purpose.

Parents of enrolled students may have access to the student records if the student has given permission either in writing or electronically.