



FLORIDA DEPARTMENT OF JUVENILE JUSTICE POLICY

Secretary /s/, Christina K. Daly

Date: 5/3/2017

Subject: Information Security Awareness Training

Section: FDJJ – 1215

Originating Office: Administrative Services

Authority: Chapters 282.318 and 119.07, Florida Statutes

Related References: FDJJ 1205.30 - Information Resource Security Standards and Guidelines

Purpose: This policy establishes ongoing training to educate employees on the importance of and the responsibilities associated with the use of the Department's information technology resources.

Offices Affected by the Policy: All offices within the Department and all Department Providers with access to the DJJ network and JJIS data.

POLICY STATEMENT:

- Information assets are vital Department of Juvenile Justice resources that require protection commensurate with their value.
- The Department's Information Security Manager, a position within the Bureau of Information Technology, shall implement and maintain an Information Security Awareness program.
- Department employees shall receive Information Security Awareness training within 30 days of their employment start date and prior to accessing confidential information.
- Department and contracted provider employees are responsible for reading (and acknowledging their understanding as applicable) a series of agency policies addressing computer security issues within 30 days of employment start date and prior to accessing confidential information. These policies include, but are not limited to:
 - Internet Access and Use Policy (FDJJ-1205.40) and the related Internet Access User Agreement;
 - User Password Policy (FDJJ – 1225) and the related (User Password) Statement of Understanding;
 - Network User Accounts (FDJJ 1205.50) and related Network User Account Request Form;

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- Provider Access to Juvenile Justice Information System (JJIS) FDJJ – 1205.60 and related Provider JJIS Access User Agreement;
 - Mobile Devices Policy (FDJJ –1230); and
 - Utilization of Information Technology Access Permissions and Resources (FDJJ- 1235).
- Information Security Awareness training shall include on-going education and continual reinforcement of the value of security.
 - Supervisors will ensure employees under their supervision are provided adequate training, specific to their job duties regarding the protection of information resources and confidential information.
 - The Department is responsible for providing general Information Security Awareness training for employees who are authorized to use and access the Department’s information technology resources. This training shall be provided by the Department’s Information Security Manager via e-mail, instructor-led presentations, and via the Department’s on-line training system.

PROCEDURES/MANUALS:

Procedures for this policy are accessible at the Department Policies internet page.