



# FLORIDA DEPARTMENT OF JUVENILE JUSTICE PROCEDURE

**Title:** Information Security Awareness Training Procedures

**Related Policy:** FDJJ – 1215

## I. DEFINITIONS

**Information** – That which is extracted from a compilation of data in response to a specific need.

**Information Resources** – The procedures, equipment, facilities, software, and data that are designed, built, operated, and maintained to collect, record, process, store, retrieve, display, and transmit information.

**Information Technology (IT) Resources** – Any type of hardware, software, device, and/or equipment that is used on or in conjunction with the Department’s computing equipment, network, servers, or technical devices. Standard technology resources certified by IT as consistent with the Department’s technology architecture (i.e. laptops, computers, printers, scanners, blackberry, or other smartphone devices, software, maintenance renewals, etc.).

## II. STANDARDS/PROCEDURES

### A. Security Awareness Training:

1. Information Security Awareness training will be provided via a department-approved online training system, e-mail, and instructor-led presentations. Special alerts will be sent via e-mail as required.
2. Training program will include such topics as:
  - a. Protection of Mobile Devices;
  - b. Malware Protection;
  - c. Encryption;
  - d. Secure passwords and password protection;
  - e. Privacy and confidentiality;
  - f. Copyright protection and the use of copyrighted material; and
  - g. Prohibited uses of the Department’s information technology resources, which include but are not limited to:
    - (1) Connecting privately-owned devices (e.g. MP3 players, printers, routers, wireless devices) to state-owned information technology resources without agency authorization;
    - (2) Illegal duplication of software;
    - (3) Inappropriate use of agency information technology resources, including the Internet and e-mail; and

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(4) Password sharing.

3. Additionally, the Department will provide specialized training for employees whose duties bring them into contact with confidential/sensitive or critical DJJ information resources.
4. Security training sessions for these employees shall be held periodically and/or as changes occur.

**III. RESPONSIBILITY AND DUTIES**

A. Chief, Information Technology:

1. Responsible for establishing and maintaining security and risk management programs for Information Technology (IT) Resources.
2. Responsibilities include enforcing state-level security and risk management policies; establishing and maintaining policies and procedures that provide for the security of IT resources; and assigning ownership of IT Resources.

B. Information Security Manager (ISM):

1. Oversees the training strategy of staff in information security awareness.
2. Distributes a list of training attendees to their Executive Leadership Team member as requested.

C. Executive Leadership Team (ELT):

1. Responsible for ensuring staff complete Information Security Awareness training on an annual basis.

D. Supervisors:

1. Responsible for ensuring employees under their supervision are provided with adequate training regarding the protection of information resources and confidential information.
2. Shall ensure their employees have read, understand, and are in compliance with the following:
  - a. Completion of the Department's on-line Information Security Awareness training within 30 days of employment start date and prior to accessing confidential information.
  - b. Acknowledge reading and understanding applicable IT security policies, procedures, guidelines, etc., within 30 days of employment start date and prior to accessing confidential information.

E. DJJ Employees:

1. Any DJJ employee who has a network account is required to complete an Information Security Awareness training program at least annually and receive periodic briefings.

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F. Department Providers with Access to JJIS:

1. Any DJJ provider staff who has a JJIS account is required to complete the Department's Information Security Awareness on-line training course prior to accessing confidential information, and to receive additional training on this subject on an annual basis.

**IV. ATTACHMENTS N/A**