

## Information Security Information for New Hires in the CEHD

2016-12-2

The following two pages comprise the “Information Security Information for New Hires in the CEHD.” Each new employee will received two copies of the first page and one copy of the second as part of the new employee packet. All employees are required to sign and return one copy of the first page in order to complete the payroll process. The purpose of these documents is to comply with the Security Control Catalog Awareness and Training requirements AT-1 and AT-2.

[http://cio.tamu.edu/Risk\\_Management\\_Policy/IT\\_Policy/PDFs/AT1\\_Security\\_Awareness\\_and\\_Training\\_Policy\\_and\\_Procedures.pdf](http://cio.tamu.edu/Risk_Management_Policy/IT_Policy/PDFs/AT1_Security_Awareness_and_Training_Policy_and_Procedures.pdf)

“As specified in System Regulation 29.01.03, Information Security, each system member shall deliver information security awareness training for all users. As stated in Control AT-2, Security Awareness and Training, all Texas A&M personnel who use information resources are required to comply with the policy and procedures related to Security Awareness and must acknowledge they have read, understand, and will comply with university requirements regarding computer security policies and procedures.”

[http://cio.tamu.edu/Risk\\_Management\\_Policy/IT\\_Policy/PDFs/AT2\\_Security\\_Awareness\\_and\\_Training.pdf](http://cio.tamu.edu/Risk_Management_Policy/IT_Policy/PDFs/AT2_Security_Awareness_and_Training.pdf)

“Department information technology personnel shall establish and maintain a process to communicate new security program information, security bulletin information, and security items of interest to departmental personnel.”

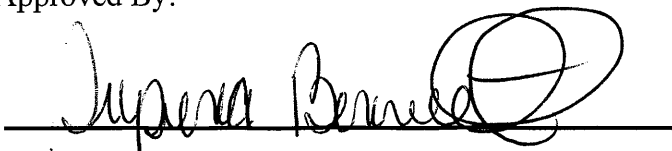
Changes from 2008 document

- Updates URLs for TAMU IT links, rules, etc.
- Revised contact information for Technology Services to reflect changes


Changes from 2015 document

- Update rules based on changes to TACs, SAPs and new Control Catalog.

Approved By:



12/5/16  
Date

Approved: 

**Information Technology (IT) Information for CEHD Employees**  
(to be signed by employee and returned to the CEHD Dean's Office Business Office)

Texas A&M recognizes the importance of information resources and facilities to students, faculty and staff in scholarly pursuits, professional development, service activities, personal development and every day work and class-related activities. Use of these resources and facilities is a privilege and requires that individual users act in compliance with University Rules. The university may provide users with university (e.g., NetID) and departmental accounts that permit use of information resources and facilities within guidelines established by Texas A&M. Users must respect the integrity of information resources and facilities, respect the rights of other users and comply with all applicable laws (local, state, federal and international), System Policies, System Regulations, University Rules and contractual agreements. The university reserves the right to limit, restrict, or deny computing privileges and access to its facilities for those who violate, or who are under investigation for allegedly violating, local, state, federal and international laws, System Policies, System Regulations, University Rules, or contractual agreements. While there is no expectation of privacy beyond that which is expressly provided by applicable privacy laws, the privacy of data will be maintained to the extent possible in the course of all custodial operations and access. Personnel (non-owner) will not access data except for authorized business purposes, including but not limited to the normal operation and maintenance of university information resources. In such circumstances, the confidentiality of user data will be protected to the extent possible and will not be divulged except to authorized university officials.

From <http://rules-saps.tamu.edu/PDFs/29.01.03.M2.pdf> (Rules for Responsible Computing)

- **Keep your passwords secret.** Your username and password are the means whereby you, as an individual, are granted access to various systems. You are responsible for all activities done through your account.
- **Maintain current backups of important data.** Any important data should be backed up regularly. For departmental or research groups, we recommend storing data on the CEHD file server (ED-FILE) which is backed up daily. If you choose to store files on you local computer, be sure to backup those files to a USB drive or to your CEHD Home drive on ED-FILE. Please contact Technology Services (979-845-1111, <https://it.education.tamu.edu/>) for details.
- **Respect copyright laws.** No software or other copyrighted material should be stored on your computer for which you do not have the legal right to possess. Keep in mind that instructional materials you have purchased or obtained by other means are not typically legally available for use in the online classroom even under Fair Use. For further information regarding avoiding copyright issues in online courses, contact Technology Services in 434H or at 979-845-1111. (See "Quick Links" on [it.education.tamu.edu](http://it.education.tamu.edu) for additional information.)
- **Respect University Equipment.** IT equipment assigned to you should be treated with care.
- Additional information available on the Technology Services web site <https://it.education.tamu.edu/>.

I attest that I will abide by state, university, and college rules for the use of Information Technology and understand that violation of these rules may result in the loss of access to such resources or other disciplinary or legal actions.

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**

Approved:           *DB*

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\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**

Approved: 

## Getting Technology Support

### Technology Services

The technology support group for the CEHD is Technology Services housed in the Dean's Office.

#### Contact Information

Main Office: 434 Harrington, 979-845-1111

Blocker Office: 335 Blocker, 979-845-1065

PEAP Office: 253 PEAP, 979-458-1339

Web Site: <http://it.education.tamu.edu>

#### Major Services

- Manage classroom, lab, and conference room IT equipment
- Provide support to faculty and others in the use of classroom and office IT equipment.
- eCampus & Moodle support for faculty, staff & students
- Instructional video services
- Manage IT infrastructure of the college (networking, servers, IT security)
- Poster printing
- Manage IT purchases
- Additional services listed at <http://mycehd.tamu.edu/technology-services/>

### Texas A&M

The university provides many technology services as well. Help Desk Central is a 24/7 help desk operated by TAMU to provide support to university employees and students.

979-845-8300

<http://hdc.tamu.edu>

Also, <http://it.tamu.edu> provides information about IT at TAMU.

#### Major TAMU Services

- Wi-Fi known as TAMULink. <http://tamulink.tamu.edu>
- E-mail. A&M provides two options. Exchange (<https://exchange.tamu.edu>) and Gmail (<https://google.tamu.edu>)
  - Manage e-mail aliases and forwarding at <http://gateway.tamu.edu>.
- Google Drive. You have a Google drive that is associated with your A&M Gmail account with unlimited storage.

The signed copies of the IT Security Information for New Hires are kept with the employee's personnel file within the CEHD payroll offices.

Approved: 