

**IT Security Awareness Policy**

**Policy Number:** 503

**Categorized:** [Information Technology](#)

**Responsible Office:** VP of Instructional and Information Technology

**Subject:** Policies and procedures governing IT security, including account, networks, servers, telecommunications, training

**Related Policies:** [Acceptable Use](#), [Violations Policy](#)

**Procedures:** N/A

**Additional Information:**

**Effective Date:**

**Last Reviewed Date:** 05/18/2020

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**1. Scope**

This policy applies to all Northern Virginia Community College (NOVA) employees, including full and part-time staff, faculty, contractors, consultants, volunteers, interns, student hires, and retirees (collectively, “users”).

**2. Policy Statement**

All users must complete VCCS designated security awareness training annually to maintain access to their college accounts. All new employees must complete the VCCS designated security awareness training upon employment. Consultants and contractors must complete the Contractor Security Awareness Training prior to being given access to NOVA systems.

**3. Definitions**

N/A

**4. Procedures**

N/A

**5. Authority**

VCCS IT Standards and Requirements