

Information Security Policies

Computer Lockout Policy

Version: 1.0

Effective Date:

9-23-11

Approved by:

IT Advisory
Committee

Computer Lockout Policy

1.0 Purpose

The purpose of this policy is to set a minimum standard for protecting computers with password protected screen savers. The screen saver logs out an active user after a set amount of time with no activity. Requiring a user to sign in when he returns minimizes the risk of unauthorized use. A password enabled screen saver helps to protect the information displayed on your screen, stored on your computer's hard drive, or accessible from your computer when it is unattended.

2.0 Scope

Individuals affected:

This policy applies to all students, faculty, and staff attending or employed by Keuka College who access, handle, use or otherwise connect to the college's information technology resources (also referred to as *users*). In addition, the designation user also refers to all visitors, subcontractors, potential students, research associates, media representatives, and non-college entities or individuals who are granted access to Keuka College's information technology resources.

Resources covered:

This policy applies to all college resources, whether individually controlled, shared, stand alone or networked. It applies to all computers and communications devices owned, leased, operated or provided by Keuka College. This includes, but is not limited to personal computers, wireless communication devices, networking devices, workstations, servers, and any peripheral devices and the associated software thereof. This policy also applies to all privately owned devices used to store, process or transmit college owned data.

3.0 Policy

All computers shall be configured to have a password-enabled screen saver. This security lockout feature shall automatically initiate after the computer remains idle from user interaction after a predefined time period. The user must then reenter their password to gain access to the computer. The general best practice for enabling automatic lockout of a screen saver is to set the timeout so that it can provide adequate security and not be inconvenient to the user. Information Services has a minimum and a recommended standard for screen lock out with this policy. Please consult the Computer Lockout Guidelines for current Computer Lockout requirements.

4.0 Enforcement

Compliance:

At minimum these principles must be followed by individuals while connected to Keuka College resources. Individual departments may apply stricter standards, provided they do not conflict with the standards and procedure outlined in this document.

5.0 Definitions

Users – Faculty, Staff, Students, and other members of the Keuka college community that use or interact with the Keuka College network in any fashion.

Information Technology Services (ITS) Resources – Any and all college resources, whether individually controlled, shared, stand alone or networked, and all computers and communications devices owned, leased, operated or provided by Keuka College. This includes, but is not limited to personal computers, wireless communication devices, networking devices, workstations, servers, and any peripheral devices and associated software.

6.0 Revision History

4/16/2011 – rev 1.0 – Document Created

7.0 Policy Impact Statement

A Computer Lockout policy will implement a set of standards that are both internally consistent with Keuka College's guiding principles and with leading industry standards. Compliance with a Lockout policy will fortify the position of Keuka College and further the ability of Information Services to provide confidentiality, integrity and accessibility of Keuka College's information technology resources.