Education and Workforce Development Cabinet
POLICY/PROCEDURE

Policy Number: EDU-07

Effective Date: April 01, 2004
Revision Date: December 20, 2012

Subject: Securing Unattended Workstations

Policy Statement: This policy requires all workstations utilizing the Kentucky Information Highway to be adequately secured when unattended, in order to protect the confidentiality, availability, and integrity of the Commonwealth's information technology resources. This policy supports the principles of the Enterprise Security Architecture as expressed in Enterprise Security Domain 5000.

Applicability: This policy is to be adhered to by all agencies and employees within the Executive Branch of state government.

Responsibility for Compliance: Each agency is responsible for assuring that employees within their organizational authority are aware of the provisions of this policy, that compliance by the employee is required, and that intentional, inappropriate use may result in disciplinary action pursuant to KRS 18A, up to and including dismissal.

It is also each agency's responsibility to enforce and manage this policy. Failure to comply may result in additional shared service charges to the agency for the Office for Technology's efforts to remedy intrusion activities resulting from unauthorized usage where sufficient security measures were not enforced by the agency.

Policy/Procedure Maintenance Responsibility: The EDU Agency Security Contacts (ASC) is responsible for the maintenance of this policy. The Chief Information Officer (CIO) is responsible for the revision of the EDU Policy and Procedures Manual (PPM). The EDU CIO is responsible for authorizing all changes to the PPM.

Policy:
Only authorized users are granted access to the Commonwealth's information systems and, thus, are responsible for maintaining the security of their assigned workstation. In order to prevent unauthorized system access, users must lock unattended workstations before leaving their work area. Each agency is responsible for configuring all workstations to invoke a password-protected screensaver after a maximum of ten (10) minutes of inactivity. Employees must not disable configuration specifications established by their agency. It is strongly suggested agencies deploy a uniform and agency-branded marquee screensaver for all workstations.

Staff members with elevated security privileges will configure the workstation to invoke a password-protected screensaver after a maximum of five (5) minutes of inactivity.

Staff requiring a different time-out period must submit a business case exception and approved by the CIO for the exception to be effective, maximum time-out is 30 minutes.

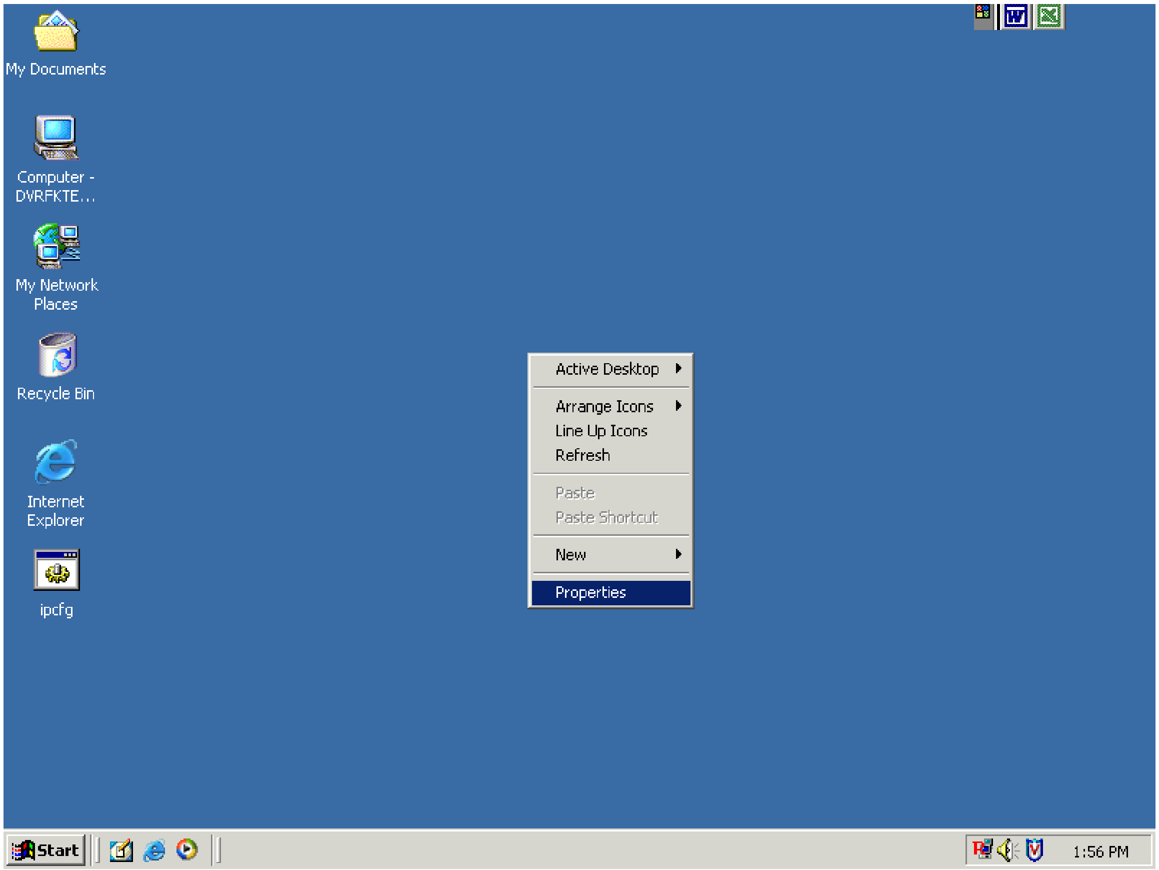
Review Cycle:
Annually

Timeline:
Review Date: November 29, 2012
Reviewed By: EDU Security Contacts

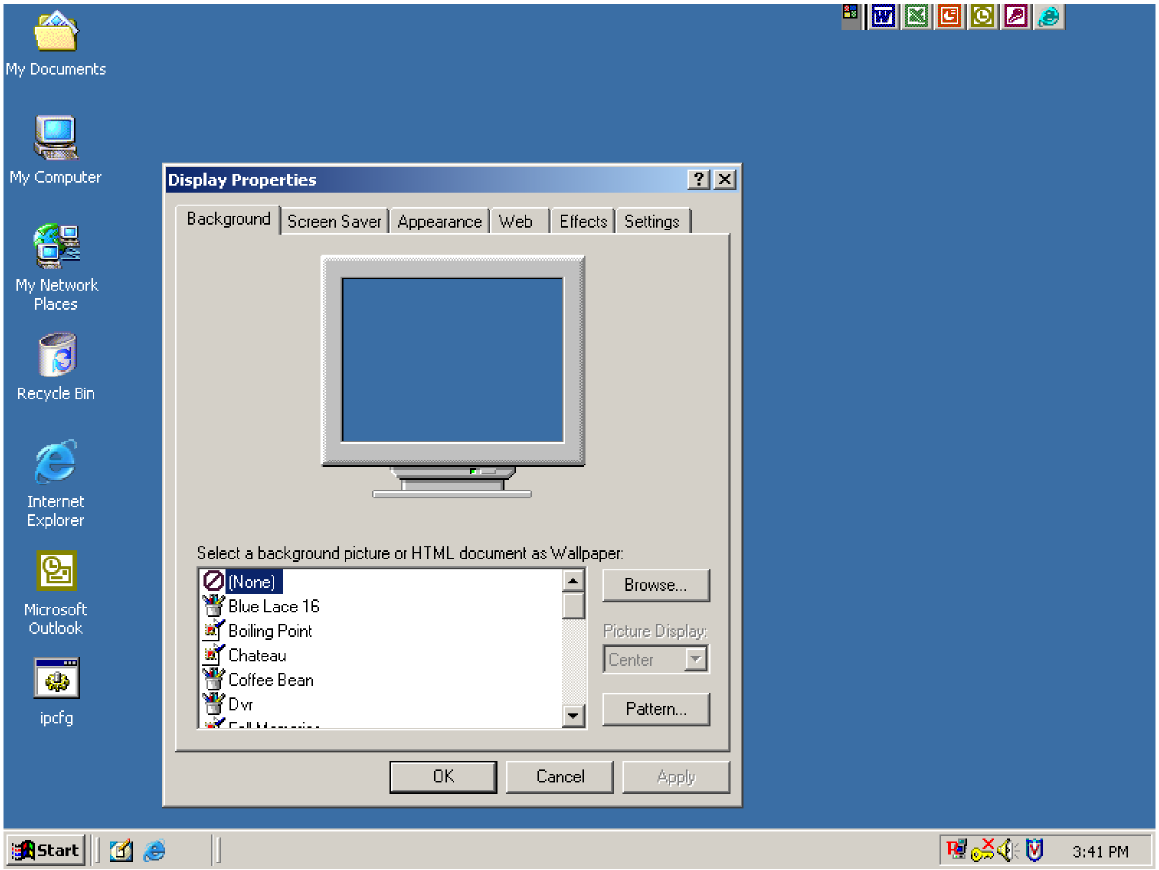
Enterprise Security and Policies
Cross Reference:
http://technology.ky.gov/governance/Pages/policies.aspx
CIO-081 -- Securing Unattended Workstations Policy

OTS Standards
Cross Reference:

Setting Up A Screen Saver



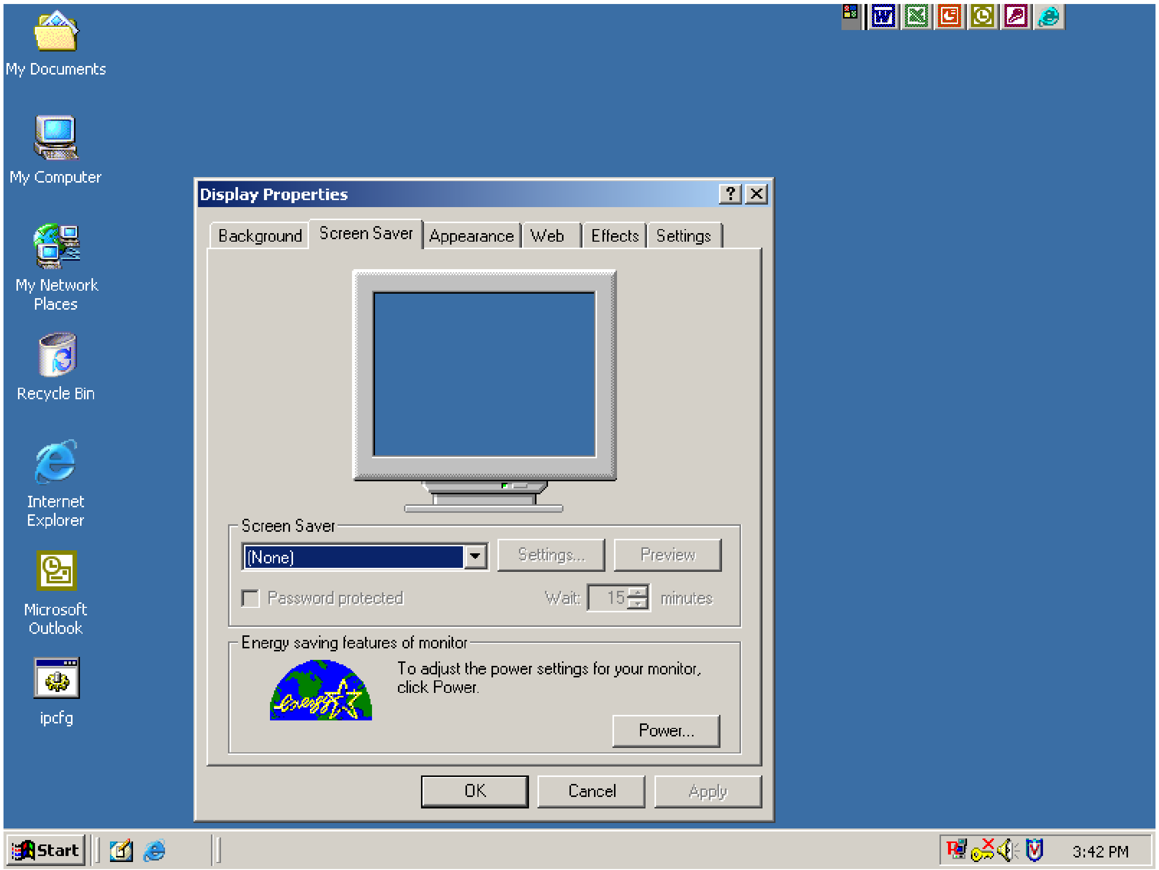
Right mouse click on desktop (main screen), select properties



Select a background picture or HTML document as Wallpaper:

- (None)
- Blue Lace 16
- Boiling Point
- Chateau
- Coffee Bean
- Dvr

From the Display Properties Screen Select the Screen Saver Tab.

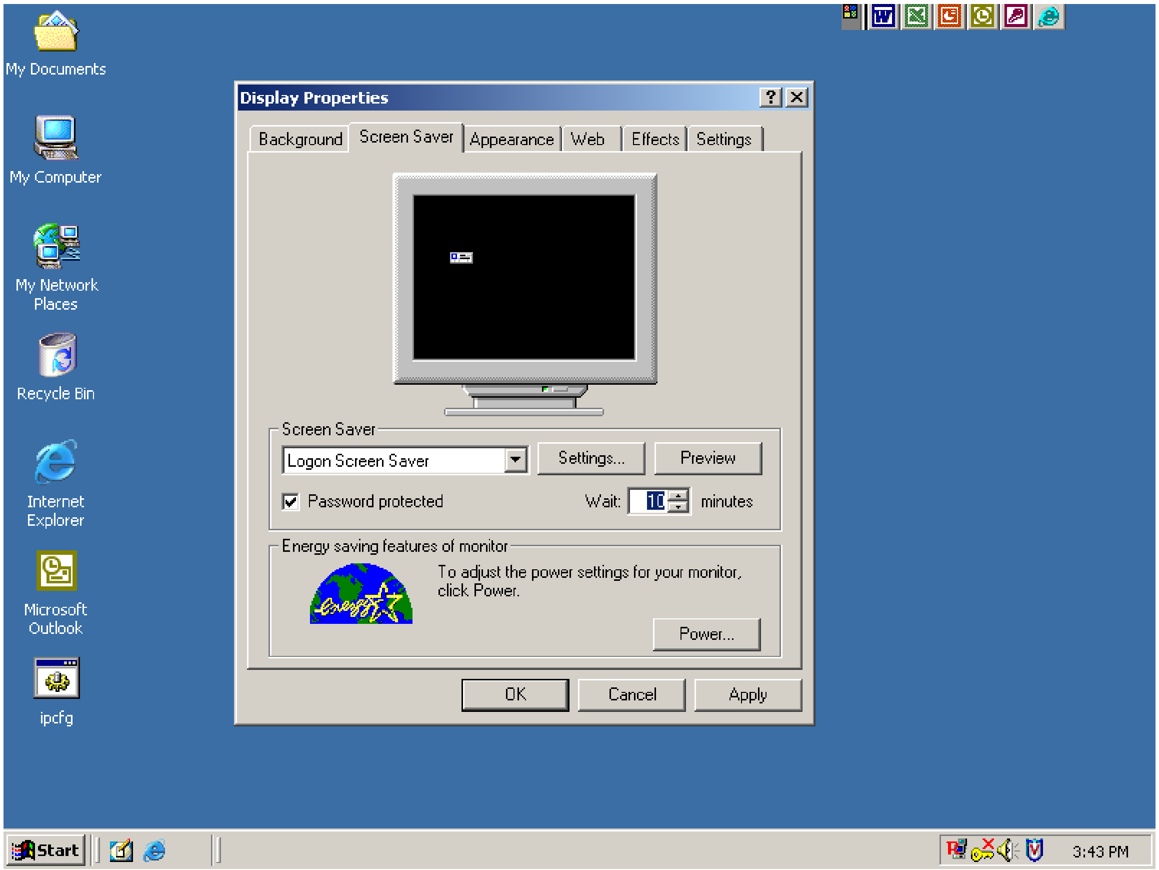


Screen Saver: (None)

☐ Password protected   Wait: 15 minutes

To adjust the power settings for your monitor, click Power.

On the Screen Saver box use the down arrow to select screen saver.



Screen Saver: Logon Screen Saver

☑ Password protected

Wait: 10 minutes

To adjust the power settings for your monitor, click Power.

The Log On Screen Saver is the default. Check the box "Password Protected" and in the "Wait" box set to 10 minutes.

Click on the "OK" box to save the settings.

After the screen saver is activated it requires a password. This password is the same that is used to log onto the domain. It is not the WFDXXX password.

If you are unsure or have any questions please contact the Cabinet's Help Desk at 502-564-9216 or 866-520-0002