

Policy

Standard Workstation Screen-Saver Operation

- Date:** October 7, 2006
- Purpose:** To establish the use and configuration of security screen savers on college workstations.
- Scope:** This policy covers all workstations purchased for faculty and staff use at Otis College.
- Discussion:** Studies have shown that one of the most common security breaches comes from the fact that workstations, which have access to the Internet as well as sensitive data, are left unattended for long periods of time. Therefore, it is necessary to configure a password-protected screen saver on every workstation at Otis College. In addition, it is necessary to limit the amount of idle time on a workstation before the screen saver is deployed. This will help ensure the security of College's information and reputation as well as the privacy of all students, faculty, staff, alumni, and friends of Otis College,
- One issue that arises from the implementation of this policy is the fact that if a workstation is "locked", all unsaved data could be lost if it becomes necessary for Information Systems personnel to perform maintenance on that workstation. Therefore, communication between the workstation operator and Information Systems is critical in order to avoid this problem.
- Details:** The standard Otis College workstation will have a security screen saver configured as follows:
1. Each workstation will utilize a screen saver that is synchronized with the regular network account password.
 2. The time out period (the amount of time a workstation remains idle before the security screen saver is deployed) will be limited to 10 minutes or less in accordance with Windows security guidelines.
 3. If maintenance is required on a workstation, and the workstation operator will not be present when Information Systems is scheduled to perform this maintenance, then the workstation operator must save all data, and close all applications before the arrival of Information Systems personnel.
- Revisions:** 10/7/2006 - Created