

Responsible College Official: Director of Information Technology

Responsible Office: Office of Information Technology

Password Protected Screensaver

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Policy Statement

Information is a vital college asset and requires protection from unauthorized access, modification, disclosure or destruction. Maintaining the security, confidentiality, integrity, and availability of information stored in the college's electronic systems is a responsibility shared by all users.

Who Needs to Know This Policy

Faculty, staff and student workers

Policy/Procedures

College Owned Computers

- All college owned computers will have a password protected screensaver enforced after 15 minutes of inactivity.
 - Shared computers such as technology classroom and lab computers may be exempt from this policy with approval from the Director of Information Technology working in conjunction with the appropriate division head.
 - Users not using a Windows or Apple operating system must manually adhere to this policy while a method for automating the process is worked out.
- Users will have the ability to disable the password protected screensaver in the event they are using their computer for presenting in a classroom, meeting, or similar event.
- The default settings will be reapplied to affected computers at user log in.

Employee Owned Computers

- Employees connecting a personal computer on campus must manually configure their computer to utilize a password protected screensaver which is initiated after a maximum of 15 minutes of inactivity.
- These settings will be enforced where possible.

Website Address for This Policy

<http://www.cornellcollege.edu/information-technology/policies/technology-policies/index.shtml>

Related Information

Information Security Policy <http://www.cornellcollege.edu/information-technology/policies/technology-policies/index.shtml>

Who Approved This Policy

NA

History/Revision Dates

Origination Date: January 2008

Last Amended Date:

Next Review Date: