

Screen Lock Policy

I. Overview/Purpose

The purpose of this policy is to set a minimum standard for protecting Augsburg computers with password protected screen savers. The screen saver locks out an active user after a set amount of time with no activity. By requiring a user to sign in when they return, it minimizes the risk of an unauthorized person using an active session while the authorized user is away. A password- enabled screen saver helps to protect the information displayed on your screen, stored on your computer's hard drive, and the information that is accessible from your computer when you walk away from the computer. It is common modern security practice to have a mechanism for locking a computer screen. While this may be inconvenient, the protection this provides individuals and the institution is large.

II. Scope

The policy applies to all college-provided computers designated for faculty and staff or student worker stations.

III. Policy

All college 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 of 15 minutes. 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.

IV. Exceptions

Exceptions will be made on a case-by-case basis by Information Technology management.

V. Enforcement

Anyone found to have violated this policy may be subject to appropriate disciplinary action.

Revision History

Revision	Change	Date
1.0	Original Version	3/15/2011
1.1	Clarified policy wording.	4/5/2011
1.2	Added exceptions wording.	6/23/2011