140-05 SCREEN LOCK—PROCEDURE

1. PURPOSE

The purpose of this procedure is to protect institutional data and individuals whose data and/or security access may be comprised without adequate IT security measures through the use of screen locking and log off automation.

2. PROCEDURE

Individuals are required to lock their screens upon leaving their workstation. In addition, college computers will have their screens automatically locked at the following intervals:

1. Screens will automatically lock upon 15 minutes of non-activity.
2. Lab and classroom systems will auto-log off upon 45 minutes of inactivity, except for instructor stations, which will auto-log off upon 2.5 hours of inactivity.

3. BACKGROUND

1. References: none
2. Revision history: 04/20/2016 (new)
3. Legal review: none
4. Sponsor: Information Technology Services

Adopted by College Council: 05/18/2016

COCONINO COMMUNITY COLLEGE