

**Office of the Chief Information Officer
Enterprise Policy**

Policy Number: CIO-081

Effective Date: 04/01/2004

Revision Date: 11/01/2005

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 Executive Cabinet'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 Maintenance: The Commonwealth Office of Technology, Office of Infrastructure Services, has the responsibility for the maintenance of this policy. Agencies may choose to add to this policy as appropriate, in order to enforce more restrictive standards. Therefore, employees are to refer to their agency's internal policy, which may have additional information or clarification of this enterprise policy.

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.

Resources:

- Enterprise Architecture and Standards Security Domain 5000:
<https://gotsource.ky.gov/docushare/dsweb/Get/Document-301110/>

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