



WYOMING
DEPARTMENT OF EDUCATION

*Creating Opportunities
for Students to Keep
Wyoming Strong*

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Workstation Security Policy

Policy #: 4000-033

Version #: 2.0

Approved By: Jillian Balow, Superintendent, State of Wyoming
Department of Education

Effective Date: May 1, 2016

Purpose:

The purpose is to implement physical safeguards for all workstations that access sensitive information and to restrict access to authorized users.

Scope:

This policy applies to all State of Wyoming Department of Education (WDE) workforce members including, but not limited to full-time employees, part-time employees, trainees, volunteers, contractors, temporary workers, and anyone else granted access to sensitive information by WDE. All workforce members are responsible for the security of protected information. In addition, this policy applies to all workstations and other computing devices owned or operated by WDE and any computing device allowed to connect to internal network.

Policy:

The workstations and other computing devices at WDE are to be used for work related purposes only. This includes, but is not limited to, Internet and Web access as well as the use of e-mail. Workforce members should not expect any level of privacy as their activities, e-mails, files, and logs may be viewed at any time by the WDE Information Security Officer (ISO) and WDE leadership.

WDE ISO and WDE leadership may revoke the access rights of any individual at any time in order to protect or secure the confidentiality, integrity, and availability of sensitive information or to preserve the functionality of electronic information systems.

Physical safeguards will be implemented for all workstations that access sensitive information to restrict access to authorized users only.

All members of the workforce will be trained on the appropriate and authorized use of workstations as part of the security awareness training.

Workstations will be positioned such that the monitor screens and keyboards are not within view of unauthorized individuals.

Users will logoff prior to leaving the workstation. Users will store any written passwords in secure locations only – under no circumstance must any password information be accessible on the workstation or its vicinity.

Workstations must be labeled to identify function and location and assist with compliance with access control procedures.



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All workstations must be operated in a manner that ensures:

- Confidentiality of sensitive information.
- Display of an appropriate warning banner prior to gaining operating system access.
- Employment of a password protected screen saver and/or workstation locking mechanism when the workstation is unattended.
- Proper log off of workstations at the end of the business day.
- Routine back up of all critical data.
- Virus scanning of media prior to use on any workstation.
- Only approved software may be used on WDE's systems.
- Workstations and said software is used in accordance with contract agreements and copyright laws.

Responsibilities:

All individuals identified in the scope of this policy are responsible for:

- Using WDE computing devices only for work related purposes
- Following all procedures implemented by the WDE ISO related to this policy.

The WDE ISO is responsible for:

- Maintaining procedures required to support this policy
- Supporting and ensuring compliance by workforce members

Compliance:

Failure to comply with this or any other security policy will result in disciplinary actions as per HR Policy. Legal actions also may be taken for violations of applicable regulations and standards such as state and federal rules to include the Family Educational Rights and Privacy Act (FERPA).

Procedure(s): None

Form(s): None

References:

- The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99);
<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>
- State of Wyoming, Department of Enterprise Technology Services, 1200-P143: Internet Acceptable Use Policy
<http://ets.wyo.gov/resources/policies-and-standards>

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