Procedure 140-05 Screen Lock
Sponsor: Information Technology Services

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.

Definitions
None

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.

References
None

Procedure History
05/18/2016   New and Approved by College Council

Legal Review
None