

SECTION: 1.0 GENERAL

SUBJECT: CLEAN DESK AND CLEAR SCREEN POLICY

Title: Clean Desk and Clear Screen Policy

Background: This policy helps to ensure that confidential information, whether in electronic or paper form, is appropriately secured when a workspace is not in use. This strategy helps to reduce the risk of unauthorized access, loss of, and damage to protected information during and outside of regular business hours or when workspaces are left unattended at Lewis-Clark State College (LC State).

Point of Contact: Director of Information Technology

Other LC State offices directly involved with the implementation of this policy, or significantly affected by the policy: All LC State offices

Date of approval by LC State authority: August 1, 2024

Date of State Board Approval: N/A

Date of Most Recent Review: August 1, 2024

Summary of Major Changes incorporated in this revision to the policy: Initial review and adoption

1. Definitions:

A. Computing Device

Includes but is not limited to all workstations, laptops, tablets, and smartphones

B. Information

Refers to a body of knowledge or data obtained, produced, organized, shared, or managed throughout its business operations. Information may be shared or stored in a physical or electronic manner. Information is not easily replaced without funding, skill, knowledge, resources, time, or any combination of these factors. Therefore, information is considered a critical resource used to build knowledge and sustain and create organizational value.

C. Information Technology Resource(s)

Refers to, but is not limited to, the following: computer and networking equipment, workstations, laptops, software, operating systems, storage devices and media, network accounts, email services and email accounts, internet browsing and related services, voice mail, applications, scanning and fax systems, tablets, and smartphones.

D. Personal Information (PI)

PI is "Personal information" as defined in Idaho Code section § [28-51-104](#) means an Idaho resident's first name or first initial and last name in combination with any one (1) or more of the following data elements that relate to the resident when either the name or the data elements are not encrypted:

- i. Social security number;
- ii. Driver's license number or Idaho identification card number; or
- iii. Account number, or credit or debit card number, in combination with any required security code, access code, or password that would permit access to a resident's financial account.

E. Protected Information

Refers to information that is to be protected from improper disclosure or inappropriate use as defined by federal or state law or by LC State policy requirements. Compliance Standards including but not limited to [Federal Educational Rights Privacy Act \(FERPA\)](#), [Gramm-Leach-](#)

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[Bliley Act \(GLBA\)](#), [Health Insurance Portability and Accountability Act \(HIPAA\)](#), Idaho Code section § [28-51-104](#)

2. Policy

- A. Whenever unattended or not in use, all computing devices must be logged off or protected with a screen or keyboard locking mechanism that is controlled by a password or biometric technology. Note that although Active Directory domain policy imposes an account lockout after fifteen (15) minutes of inactivity, it is best to lock or log off the computer whenever your computer is unattended.
- B. When viewing protected data on a screen, users should be aware of their surroundings and should ensure that third parties are not permitted to view the protected data. If a computer screen may be viewed by unauthorized individuals, use a privacy screen or filter.
- C. Whenever unattended, portable media, such as CDs or USB drives that contain protected data, should be encrypted and never left in drives or attached to any device.
- D. Passwords must not be posted on, under a computer device, or in any other accessible location.
- E. Users are required to ensure that all protected data in hardcopy or electronic form is secure and not immediately visible when entering the office within their work area (including offices that can be locked) at the end of the day and when they are expected to be gone for an extended period of time.
- F. File cabinets containing protected data should be kept closed and locked when not in use or when not attended, and the keys used to access the file cabinets should not be left in an unattended location.
- G. Paper containing sensitive or classified information must be removed from printers and faxes immediately.
- H. Protected information on paper or electronic storage media that is to be shredded must not be left in unattended boxes or bins. The documents or media that contain the protected information must be physically secured until the time that they can be shredded. Locked bins used for storage prior to shredding should not be stored in a publicly accessible area.
- I. Protected data written on whiteboards must be erased.
- J. Notify the IT Help Desk and Department of Public Safety immediately if any desktop, laptop, tablet, and/or portable media containing LC State protected or sensitive information is missing.
- K. Any exception to the policy must be approved by the responsible college officer in advance.
- L. Any user found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

3. Authority

- A. The Family Educational Rights and Privacy Act ([FERPA](#))
<https://crsreports.congress.gov/product/pdf/R/R46799>
- B. Gramm-Leach-Bliley Act ([GLBA](#)) Public Law 106–102
<https://congress.gov/106/plaws/publ102/PLAW-106publ102.pdf>
- C. Health Insurance Portability and Accountability Act ([HIPAA](#)) Public Law 104-191
<http://aspe.hhs.gov/reports/health-insurance-portability-accountability-act-1996>
- D. Idaho State Code section § [28-51-104](#)

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- E. LC State College [Athletic Department Privacy Policy](https://lcwarriors.com/documents/2019/7/9/Lewis_Clark_State_College_Athletic_Department_HIPAA_Privacy_Policy2019.docx?id=1819)
https://lcwarriors.com/documents/2019/7/9/Lewis_Clark_State_College_Athletic_Department_HIPAA_Privacy_Policy2019.docx?id=1819
- F. LC State [FERPA Policy 1.117](https://lsc.edu/media/13661/policy-1117-ferpa.pdf)
<https://lsc.edu/media/13661/policy-1117-ferpa.pdf>

4. Additional Information

Questions, requests for assistance, or other issues regarding this policy should be directed to the director of Information Technology.