### University of Oklahoma

#### Information Technology

**Security Policies**

<table>
<thead>
<tr>
<th>Subject:</th>
<th>Computer Lock/Logoff Policy</th>
</tr>
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<tbody>
<tr>
<td>Policy #:</td>
<td>Information Security-P#9.3.2</td>
</tr>
<tr>
<td>Regulation:</td>
<td>HIPAA, GLB, PCI DSS, State of Oklahoma</td>
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<tr>
<td>Effective:</td>
<td>11/16/05</td>
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<tr>
<td>Coverage:</td>
<td>OUHSC</td>
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<tr>
<td>Version:</td>
<td>1.1.2</td>
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<td>Approved:</td>
<td>11/16/05</td>
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<tr>
<td>Revised/Reviewed:</td>
<td>11/13/2014</td>
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</table>

**Purpose:**
To prevent unauthorized user access to unattended computing devices and to comply with state and federal regulations.

**Policy:**

- **Manual lock or logoff** - When leaving a computer, server, portable computing device (PCD), or other computing device unattended, workforce members must manually lock or logoff the device to prevent unauthorized access to University systems or information.

- **Automated lock or logoff** - All computing devices must be secured with either a password-protected screen saver or automatic logoff that will take effect after no more than 15 minutes of inactivity.

**Scope/Applicability:**
This policy is applicable to all workforce members who use computing devices in conjunction with any OU computer, data, or network.

**Regulatory Reference:**

**Definitions:**
See the Information Security Policy Definitions document for definitions

**Responsible Department:**
Information Technology will maintain computing device policies and standards for safe computing.

**Enforcement/Audit:**
The University’s Internal Auditing department has enforcement authority and will periodically assess business unit compliance.

**Related Policies:**
Access Control, Workstation Safeguards, Emergency Access Procedure

**Renewal/Review:**
This policy is to be reviewed and updated as needed by IT Information Security Services.

**Procedures:**
Each department that maintains information systems is responsible for developing procedures to comply with this policy.