

# Provo City School District Technology Security Policy

## Clean Desk Procedure

**Last Update Status:** *Updated January 2015*

### 1. Overview

The purpose of this procedure is to establish a culture of security for all PCSD employees. An effective clean desk effort, involving the participation and support of all employees, will protect paper documents that contain personally identifiable and other sensitive information about students, educators and staff.

### 2. Purpose

The primary reasons for a clean desk procedure are:

- A clean desk reduces the threat of a security incident since confidential information will be locked away when unattended.
- Sensitive documents left in the open can be viewed and/or stolen by a malicious entity.

### 3. Scope/Responsibility

All staff, employees and entities working on behalf of PCSD with a district-owned or personal device connected to the PCSD network are subject to this procedure.

### 4. Procedure

Appropriate measures must be taken when using workstations to ensure the confidentiality, integrity and availability of sensitive information, including but not limited to Personally Identifiable Information (PII).

Appropriate measures include:

- Restricting physical access to devices.
- Ensuring that all sensitive/confidential information in hardcopy or electronic form is secure in the work area at the end of each day.
- Securing workstations (screen lock or logout) prior to leaving an area to prevent unauthorized access.
- Enabling a password-protected screen saver with a short timeout period to ensure that devices left unsecured will be protected.
- Complying with all applicable password policies and procedures. See PCSD's *Password Procedure*.
- Ensuring devices are used for authorized educational/business purposes only.
- Never sending PII via email to anyone, including forwarding a message.
- Storing all sensitive information on password-protected drives or secure, restricted, network servers.
- Securing laptops that contain sensitive information by using cable locks, locking laptops up in drawers or cabinets, and/or by locking the door behind you.

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- Sensitive working papers should be placed in locked drawers whenever a user is away from their desk.
- At the end of the work-day the employee is expected to tidy their desk by locking up all sensitive papers and devices.