



<b>Yuma County Information Technology Services</b>	
Policy: Screen Locking	Category: Network Security
Division: Infrastructure	Revision: 1.1

**Purpose**

The purpose of this policy is to set a minimum standard for protecting County computers with password protected screen savers. The screen saver locks out an active user after a set amount inactivity. This will ensure that basic steps have been taken to prevent accidental or unauthorized access into Yuma County systems.

**Scope**

This policy applies to all employees and volunteers working for or providing a service to Yuma County. The only exceptions to this policy are accounts used for system maintenance, non-County users, vendors and those accounts used for public kiosk or information systems.

**Policy**

1. All computers connected to the Yuma County network via Active Directory shall be configured to have a password-enabled screen saver. This security lockout feature shall automatically initiate after the computer remains idle from user interaction after a predefined time period. The user must then re-enter their password to gain access to the computer. The general best practice for enabling automatic lockout of a screen saver is to set the timeout so that it can provide adequate security and not be inconvenient to the user.
2. Information Technology Services has set a default screen lock out time of 15 minutes. After 15 minutes of inactivity, the screen saver will enable automatically.
3. Temporarily disabling the feature can be requested to accommodate special circumstance such as online training or teleconferencing. Contact help desk at least 3 days advance with the request form.

**Related Documents**

1. Yuma County Basic Desktop Security

**Review**

This policy will be reviewed by ITS prior to the beginning of the new fiscal year and approved by ITS Director. Changes will be tracked via a revision history number.

Approval			
Name:	Title:	Signature:	Date:
Ed Jin	CIO	<i>Ed Jin</i>	August 22, 2014

## Request Form to Temporarily Disable Auto Lock

I request to disable the auto lock feature for following date(s).

Start Time and Date		
End Time and Date		

**Account Info**

AD Account(s) to be disable (Please list the AD Account(s) ID here to be disabled)	
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**Requester Information**

Name	
Department	
Date	

\*Please send this form to Help Desk at least 3 day advance if possible.