Policy Title: Session Lock

Policy Type: Administrative

Policy Number: ADMINISTRATIVE POLICY # 32 – 8 – 111 (2014) Session Lock

Approval Date: 05/28/2014 Revised

Responsible Office: Office of Information Technology

Responsible Executive: CIO

Applies to: Office of Information Technology

POLICY STATEMENT

Session locks are utilized to prevent subsequent unauthorized and unauthenticated access to a University system due to lack of or improper logging off by a previous user.

TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Contacts</th>
<th>PAGE NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stakeholder(s)</td>
<td>1</td>
</tr>
<tr>
<td>Purpose</td>
<td>2</td>
</tr>
<tr>
<td>Requirements</td>
<td>2</td>
</tr>
<tr>
<td>Violations</td>
<td>2</td>
</tr>
<tr>
<td>Interpretation</td>
<td>2</td>
</tr>
<tr>
<td>Publication</td>
<td>3</td>
</tr>
<tr>
<td>Review Schedule</td>
<td>3</td>
</tr>
<tr>
<td>Related Documents</td>
<td>3</td>
</tr>
</tbody>
</table>

CONTACT(S)

Office of Information Technology – (757)823-2869

STAKEHOLDER(S)

University Faculty & Staff
Office of Information Technology
PURPOSE

This control is intended to address the policy and procedures regarding session lock-outs and their associated session inactivity value on the University’s information system.

REQUIREMENTS

NSU employs an information system that:

1. Prevents further access to the system by initiating a session lock after a maximum of 30 minutes of inactivity or upon receiving a request from a user; and

2. Retains the session lock until the user reestablishes access using established identification and authentication procedures.

Supplemental Guidance: A session lock is a temporary action taken when a user stops work and moves away from the immediate physical vicinity of the information system but does not want to log out because of the temporary nature of the absence. The session lock is implemented at the point where session activity can be determined. This is typically at the operating system-level, but may be at the application-level. A session lock is not a substitute for logging out of the information system, for example, if NSU requires users to log out at the end of the workday.

Control Enhancements for Sensitive Systems:

1. The information system session lock mechanism, when activated on a device with a display screen, places a publically viewable pattern onto the associated display, hiding what was previously visible on the screen.

VIOLATIONS

Violations of this policy will be addressed in accordance relevant University and Commonwealth of Virginia policies, including University Policy 32-01 and Department of Human Resources Management Policy 1.75. The appropriate level of disciplinary action will be determined on an individual case basis by the appropriate executive or designee, with sanctions up to or including termination or expulsion depending upon the severity of the offense.

INTERPRETATION

The Information Security Officer is responsible for official interpretation of this policy. Questions regarding the application of this policy should be directed to the Office of Information Technology. The Information Security Officer reserves the right to revise or eliminate this policy.
PUBLICATION

This policy shall be widely published and distributed to the University community. To ensure timely publication and distribution thereof, the Responsible Office will make every effort to:

1. Communicate the policy in writing, electronic or otherwise, to the University community within 14 days of approval;

2. Submit the policy for inclusion in the online Policy Library within 14 days of approval;

3. Post the policy on the appropriate SharePoint Site and/or Website; and

4. Educate and train all stakeholders and appropriate audiences on the policy’s content, as necessary. Failure to meet the publication requirements does not invalidate this policy.

REVIEW SCHEDULE

- Next Scheduled Review: 05/28/2015

- Approval by, date: Office of Information Technology and 05/28/2014

- Revision History:

- Supersedes (previous policy): OIT 62.8.111 Session Lock

RELATED DOCUMENTS

Virginia Commonwealth State policy SEC501-08 Information Security Standard