UNIVERSITY *of* NORTHERN COLORADO

Screen Lock Policy

Purpose

To protect institutional data and prevent abuse by unauthorized persons, all computers will be required to have their screens lock activated after 15 minutes. This will require the user to authenticate into the system after 15 minutes of inactivity.

Applies To

This guideline applies to all students, faculty, staff, and any third party persons that have a username and passphrase to at least one University system or application.

Definitions

Screen Lock - The computer screen will be set to require the user to authenticate after 15 minutes of inactivity. This will not affect the programs or processes running on the system.

Guidelines

All systems within the University of Northern Colorado will have a screen lock that will place the monitor into sleep mode and requires authentication after 15 minutes of inactivity.

Exceptions to this policy for any reason should be documented and filed with the TSC. All exceptions will be reviewed at least annually by the Office of Information Security.

The screen lock exception form can be found here.

Revision History

Version	Published	Author	Description
1.0	2015/02/19	Matt Langford	Original publication.
1.1	2015/05/20	Matt Langford	Minor changes
1.2	2016/08/17	Matt Langford	Annual review. Removed Automatic from the title. Added a link to the PDF for the screen lock exception form.
1.3	2017/07/20	Matt Langford	Annual review. Added link.
1.4	2018/06/05	Matt Langford	Annual review. Minor template change.