Oklahoma State University

Title: Workstation Use	Policy #: SEC-10.01
Category: HIPAA Compliance	Authority: 45 CFR § HIPAA SECTION: 164.310(b)
Standard: Workstation Use	Responsibility: Health Care Components
Effective Date: 4/20/2005	Page 1 of 2
Approved By: OSU Legal Counsel	Revised: 7/1/2013

PURPOSE:

Identify acceptable use for university owned computing equipment and the proper method of logging onto and off the system.

POLICY:

OSU will implement policies and procedures that specify the proper functions to be performed, the manner in which those functions are to be performed, and the physical attributes of the surroundings of a specific workstation or class of workstation that can access electronic protected health information. *§164.310(b)*

All employees of the university that are granted access to the workstation need to understand how to best use the workstation to maximize the security of its data. The purpose of this policy is to outline what is considered to be acceptable use of university-owned computers and set guidelines for protecting data while using the computer.

PROCEDURE:

Appropriate Computer Use states what is considered to be acceptable use of university owned computer equipment. Users should be familiar with this policy.

Documentation on applications are very specific to the function being performed and this documentation will be provided by the departments.

Every user must log off the applications on their workstation and shutdown their computer at the end of their workday. Employees needing assistance should contact their supervisor or IT helpdesk.

All computers in Active Directory when left unattended a password-protected screensaver will be activated after 25-minutes of non-use.

Doors leading into offices with desktop/laptops should always be locked when vacated. If the desktop/laptop is in a public area and cannot be secured by a locked door, other security mechanisms must be in place such as security locking cables or cages.

Physical Access Controls policy also addresses physical workstation locations. Media controls: Receipt and Removal of Hardware, Software and Media addresses the importance of users protecting their data backups.

With the exception of IT or other designated staff for auditing, or trouble shooting purposes, workstations with multiple users are to log-off when someone else needs to use the work-station or if it is no longer in use. Any usage

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of a work-station under someone else's login credentials will be a violation of this policy and IT's Appropriate Computer Use Policy Section 1.03. Any violation of these policies will result in sanctions against the users involved. IT and/or their designee are to only use a workstation under someone else's login for appropriate IT related functions, such as trouble-shooting, virus removal, etc. and must have the written or verbal approval of the logged-on user. IT and their designee(s) should avoid this when possible.

REFERENCE:

Appropriate Computer Use Policy
Physical Access Controls
Media Controls: Receipt and Removal of Hardware, Software and Media