

Information Technology Policy

Commonwealth of PA System Logon Banner and Screensaver Requirements

Number ITP-SEC012	Effective Date May 26, 2006
Category Security	Supersedes None
Contact RA-ITCentral@pa.gov	Scheduled Review September 2023

1. Purpose

This Information Technology Policy (ITP) defines [Logon Banner](#) and screensaver requirements that shall be displayed on an [Authorized User's](#) computer system (laptop, desktop, etc.).

2. Scope

This ITP applies to all offices, departments, boards, commissions and councils under the Governor's jurisdiction and any other entity connecting to the Commonwealth Network (hereinafter referred to as "agencies").

3. Policy

Logon banners shall include a warning that network intrusion is illegal and include Authorized Users responsibilities relating to their use of the Commonwealth's computer network.

Screensavers provide helpful tips and tricks to Authorized Users regarding security awareness. These reminders act to reinforce the annual security awareness training.

3.1 Logon Banners

Agencies shall use Logon Banners for all Authorized Users' computers intended for logging into the Commonwealth network that have the capability to display logon banners.

If technically unable to display an electronic login banner, a printed banner shall be placed on the workstation.

Agencies may use the following banner or compose their own if the banner meets the previously stated minimum requirements:

“This is an actively monitored computer system for authorized use only. Unauthorized access is prohibited. By using any Commonwealth IT Resources, including this system, the user acknowledges and agrees to comply with Management Directive 205.34 Amended *Commonwealth of Pennsylvania Information Technology Acceptable Use Policy*. Unauthorized or improper use of this system may result in administrative disciplinary action, and/or civil charges or criminal penalties.

All activity may be monitored. Authorized Users should have no expectation of privacy in any files, data, or records stored on or accessed through IT Resources, nor should they have any expectation of privacy in any electronic communication sent or received via, or stored within, IT Resources. By using IT Resources, the user authorizes access to or auditing and/or monitoring of IT Resources by the Commonwealth.”

Agencies may develop their own Logon Banners but agencies shall get approval from agency counsel prior to use. Every banner shall meet the following minimum requirements:

- Banners shall be displayed prior to log on or prior to use of the system.
- The Authorized User must be able to acknowledge the banner before access to the system is granted.
- Identifying information such as operating system, system configuration, or other internal matters are not to be provided on the banner until the user is authenticated. Identifying information may divulge confidential information.
- The banner shall specify that the system is used for authorized use(s) only.
- The Logon Banner shall specify that all activity may be monitored, and the user shall have no expectation of privacy. Anyone using the system expressly consents to monitoring.
- The banner shall specify that the Commonwealth is a two-party consent state when it comes to recording of conversations.
- A reference to [*Management Directive 205.34 Amended, Commonwealth of Pennsylvania Information Technology Acceptable Use Policy*](#).

This policy does not apply to Commonwealth applications or other system logins (both public and internal).

3.2 Screensavers

All Commonwealth computers connecting to Commonwealth networks shall display a security awareness screensaver when the computer is in a resting mode or after ten (10) minutes of inactivity.

This screensaver is supplied and maintained by the Office of Administration. System Center Configuration Manager (SCCM) packages will be supplied to each agency as new packages are made available for implementation.

4. Responsibilities

4.1 Agencies shall:

Comply with the requirements as outlined in this ITP.

4.2 Office of Administration shall:

Provide agencies with new SCCM packages for screensavers as they are made available for implementation.

5. Related ITPs/Other References

- Definitions of associated terms of this policy are published on the Office of Administration's public portal: <http://www.oa.pa.gov/Policies/Pages/Glossary.aspx>
- Commonwealth policies, including Executive Orders, Management Directives, and IT Policies are published on the Office of Administration's public portal: <http://www.oa.pa.gov/Policies/Pages/default.aspx>
- [*Management Directive 205.34 Amended, Commonwealth of Pennsylvania Information Technology Acceptable Use Policy*](#)
- [*ITP-ACC001, Information Technology Digital Accessibility Policy*](#)
- [*ITP-SEC000, Information Security Policy*](#)

6. Authority

[*Executive Order 2016-06, Enterprise Information Technology Governance*](#)

7. Publication Version Control

It is the [Authorized User's](#) responsibility to ensure they have the latest version of this publication, which appears on <https://itcentral.pa.gov> for Commonwealth personnel and on the Office of Administration public portal: <http://www.oa.pa.gov/Policies/Pages/default.aspx>. Questions regarding this publication shall be directed to RA-ITCentral@pa.gov.

8. Exemption from this Policy

In the event an agency chooses to seek an exemption from the guidance within this ITP, a request for a policy waiver shall be submitted via the enterprise IT policy waiver process. Refer to [*ITP-BUS004, IT Policy Waiver Review Process*](#) for guidance.

This chart contains a history of this publication's revisions. Redline documents detail the revisions and are available to CWOPA users only.

Version	Date	Purpose of Revision	Redline Link
Original	05/26/2006	Base Policy	N/A
Revision	03/16/2007	Policy Refresh	N/A
Revision	04/02/2014	ITP Reformat	N/A
Revision	02/25/2015	Added Definitions section Revised the required banner language Added Section 7 Exemption section Clarified language throughout	N/A
Revision	05/30/2019	Removed Definitions section in place for online glossary Updated Exemption and Publication section boilerplate language	N/A
Revision	09/26/2019	Revised ITP title	N/A

Version	Date	Purpose of Revision	Redline Link
		Added screensaver guidance	
Revision	6/26/2020	Added links to online glossary Added publication version control boilerplate language Removed COPPAR from Exemption section	N/A
Revision	07/12/2021	Added offices to scope Added third party vendors to Scope and Responsibilities Section Added Responsibilities Section Update policy references/links	N/A
Revision	09/17/2022	ITP Refresh Removed third party vendor language in Scope and Responsibilities from policy. Updated language in Screensaver Requirements regarding SCCM packages. Added OA to Responsibilities section. Two party consent language removed as it has been incorporated into MD 205.34 Updated Scope to require any entity connecting to the commonwealth network to follow the ITP.	Revised IT Policy Redline <09/17/2022>