

Information Technology Policy

Commonwealth of PA System Logon Banner and Screensaver Requirements

ITP Number ITP-SEC012	Effective Date May 26, 2006
Category Security	Supersedes None
Contact RA-ITCentral@pa.gov	Scheduled Review September 2020

1. Purpose

Defines policy for a logon banner and screensaver requirements that are to be displayed on an end user computer system (laptop, desktop, etc.).

2. Scope

This Information Technology Policy (ITP) applies to all departments, boards, commissions and councils under the Governor’s jurisdiction. Agencies not under the Governor’s jurisdiction are strongly encouraged to follow this ITP.

3. Objective

To establish requirements for deploying a logon banner and screensaver for computers connecting to the commonwealth’s network.

4. Policy

Logon banners provide a definitive warning that network intrusion is illegal and also provides authorized users of their obligations and responsibilities relating to their use of the Commonwealth of Pennsylvania computer network. Thus, users of the computer network can be held accountable for their actions since they have reviewed the logon banner warnings prior to logging in.

Screensavers provide helpful tips and tricks to end users regarding security awareness reminders that act as a reinforcement of their annual security awareness training.

4.1 Logon Banners

Commonwealth of Pennsylvania (CoPA) agencies are to use [logon banners](#) for all end user computers that have the capability to display logon banners intended for logging into the CoPA network. This policy does not apply to CoPA applications or other system logins (both public and internal).

Agencies may develop their own logon banners; however, every banner is to meet the following minimum requirements (NOTE: if not technically feasible to display an electronic logon banner, a printed banner is to be placed on the workstation):

- Banners are to be displayed prior to log on or prior to use of the system.
- The user is to be able to acknowledge the banner before access to the system.
- 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 is to specify that the system is used for authorized use(s) only.

- Any deviation from the below required banner language is to be approved by agency legal counsel prior to use.
- The logon banner is to specify that all activity may be monitored and the user is to have no expectation of privacy. Anyone using the system expressly consents to monitoring.
- A reference to the Management Directive 205.34 *Commonwealth of Pennsylvania Information Technology Acceptable Use Policy*.

Agencies may use this banner or compose their own as long as the banner meets the previously stated minimum requirements and the following language.

"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 *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."

4.2 Screensavers

All CoPA 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. Two System Center Configuration Manager (SCCM) packages containing the screensaver and necessary settings to implement will be supplied to each agency 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 *Commonwealth of Pennsylvania Information Technology Acceptable Use Policy*
- ITP-SEC000 *Information Security Policy*

6. Authority

Executive Order 2016-06 *Enterprise Information Technology Governance*

7. Exemption from This Policy

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

8. Publication Version Control

In the event an agency chooses to seek an exemption from the guidance within this IT policy, a request for a policy waiver is to be submitted via the enterprise IT policy waiver process. Refer to [ITP-BUS004 IT 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 Added screensaver guidance	Revised IT Policy Redline <09/26/2019>