

Information Technology Policy

Commonwealth of PA System Logon Banner Requirements

ITP Number ITP-SEC012	Effective Date May 26, 2006
Category Security	Supersedes None
Contact RA-ITCentral@pa.gov	Scheduled Review February 2017

1. Purpose

The purpose of this Information Technology Policy (ITP) is to define policy for a logon banner that is to be displayed on an end user computer system (laptop, desktop, etc.) before a user accesses the Commonwealth of Pennsylvania (CoPA) computer network. Logon banners provide a definitive warning that network intrusion is illegal and also warn authorized users of their obligations relating to acceptable use of the network.

Logon banners provide notice of the obligations and responsibilities relating to using 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.

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. Definitions

3.1 IT Resources - Include, but are not limited to, the staff, software, hardware, systems, services, tools, plans, data, and related training materials and documentation that in combination support business activities.

3.2 Logon banner – A display that provides a definitive warning about access, authorization, and monitoring activity requirements and allows a user to acknowledge this display prior to logging into an IT Resource.

4. Objective

The objective of this policy is to establish requirements for a logon banner for computers connecting to the commonwealth's network.

5. Policy

Commonwealth of PA (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 login 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.”

6. Related ITPs/Other References

- Management Directive 205.34 - *Commonwealth of Pennsylvania Information Technology Acceptable Use Policy*

7. Authority

- [Executive Order 2011-05](#), Enterprise Information Technology Governance

8. Exemption from This Policy

In the event an agency chooses to seek an exemption, for reasons such as the need to comply with requirements for a federally mandated system, a request for waiver may be submitted via the Commonwealth of PA Procurement and Architectural Review (COPPAR) process. Requests are to be entered into the COPPAR Tool located at <http://coppar.oa.pa.gov/>. Agency CIO approval is required.

9. Publication Version Control

It is the user’s responsibility to ensure they have the latest version of this publication. Questions regarding this publication are to be directed to RA-itcentral@pa.gov.

This chart contains a history of this publication's revisions:

Version	Date	Purpose of Revision
Original	5/26/2006	Base Policy
Revision	3/16/2007	Policy Refresh
Revision	4/2/2014	ITP Reformat
Revision	02/25/2015	<ul style="list-style-type: none">• Added Definitions section• Revised the required banner language• Added Section 7 Exemption section• Clarified language throughout