Information Technology Policy
System Logon Banner and Screensaver Requirements

Number	**Effective Date**
ITP-SEC012	May 26, 2006
Category	**Supersedes**
Security	None
Contact	**Scheduled Review**
RA-ITCentral@pa.gov	November 2024

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.).

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

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

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

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

Agencies may use the policy example banner or compose their own if the banner meets the below stated minimum banner requirements. Agencies that chose to compose their own banner shall obtain agency counsel approval prior to use.

Example Banner:

"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."

3.1.1 Minimum Banner Requirements

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 to be utilized 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.
- A reference to *[Management Directive 205.34 Amended, Commonwealth of Pennsylvania Information Technology Acceptable Use Policy](#)*.

3.2 Screensavers

All Commonwealth computers connecting to Commonwealth networks shall display a 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. As updates are made to the screensavers, new System Center Configuration Manager (SCCM) packages will be supplied to each agency for implementation.

The screensavers are utilized to provide relevant news, information, helpful tips, and tricks to Authorized Users regarding various topics like security awareness, benefits, human resource matters/information, important dates or events, etc.

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

Version	Date	Purpose of Revision	Redline Link
Revision	09/26/2019	Revised ITP title Added screensaver guidance	N/A
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.	N/A
Revision	11/29/2023	Annual review. Policy language regarding applicability moved under Purpose. Policy language moved regarding warning and Authorized users' responsibilities moved within applicable section. Section 3.1.1 created to highlight minimum banner requirements. Removed two party-consent language from minimum banner requirements. Language regarding agency counsel approval moved to applicable section. Language in section 3.2 was realigned, intent not changed.	[Revised IT Policy Redline <11/29/2023>](#)