

De Soto School District 73

Clean Desk Security Administrative Policy

1. Overview

The purpose of this policy is to establish a culture of security for all De Soto School District 73 employees. An effective clean desk effort, involving the participation and support of all employees, will protect paper documents that contain personally identifiable and other sensitive information about students and employees.

2. Purpose

The primary reasons for a clean desk procedure are:

- A clean desk reduces the threat of a security incident since confidential information will be locked away when unattended.
- Sensitive documents left in the open can be viewed and/or stolen by a malicious entity.

3. Scope/Responsibility

All employees and entities working on behalf of De Soto School District 73 with a district-owned or personal device connected to the De Soto School District 73 network are subject to this procedure.

4. Procedure

Appropriate measures must be taken when using workstations to ensure the confidentiality, integrity and availability of sensitive information, including but not limited to Personally Identifiable Information (PII).

Appropriate measures include:

- Restricting physical access to devices.
- Ensuring that all sensitive/confidential information in hardcopy or electronic form is secure in the work area at the end of each day.
- Securing computers (screen lock or log out) prior to leaving an area to prevent unauthorized access.
- Complying with all applicable password policies and procedures. See De Soto School District's Password Administrative Policy.
- Ensuring devices are used for authorized educational/business purposes only.
- Storing all sensitive information on password-protected drives or secure, restricted, network servers.
- Securing laptops that contain sensitive information.
- Sensitive working papers should be placed in locked drawers whenever away from your desk.
- At the end of the workday the employee is expected to clean their desk by locking up all sensitive papers and devices.