

7 GENERAL COMPUTER USAGE

A computer is defined as any system, server or workstation, that runs an operating system, including imbedded, that is but not limited to Microsoft Windows, Linux, UNIX and Macintosh. Information on computers should be protected from disclosure to, modification of or theft by unauthorized persons, and controls should be in place to minimize loss or damage.

GUIDELINES

- Where appropriate, paper and computer media should be stored in suitable locked cabinets when not in use, especially outside working hours.
- Users should not store confidential information on the personal computers. File servers should be used to store confidential information since appropriate access restriction can be applied for such confidential data. Availability of information is also ensured by regular backup at the server level.
- Users should not download, install or store games on their computers.
- Sensitive or classified information, when printed, should be cleared from printers immediately.
- The following control measures should be undertaken by the users to secure their personal computers from unauthorized access:
 - Users should terminate or lock their logon session if they are leaving the desktops unattended.
 - Hard disk(s) of the personal computer should not be shared. In the event sharing is required, then the hard disk should be shared by an access control list with no open shares (everyone with either READ or higher access).
- The usage of personal PCs or laptops in the office is not permitted.
- The use of Non-Wireless Access Points (WAP) or wireless network adaptors for the purpose of communicating with other computers or networked devices is prohibited and not supported.