

Guidelines for End User Devices

Information Technology Services

Administrative and academic business at UNK require end-user devices, including, but not limited to, desktop devices, mobile devices, and shared devices, such as printers and multifunction devices. Protection of these devices and the information handled by them is essential to conducting business at UNK.

The UNK Policy for End User Devices outlines requirements for employees who utilize End User Devices. In addition, employees should review and adhere to these guidelines:

- Employees should not utilize a device they are not authorized to use.
- Employees should log out of sessions and lock and password-protect access to devices when temporarily leaving an office or desk.
- Physical security measures, such as safes, locking furniture drawers, and locking office doors, are recommended as supplemental measures to protect confidential information stored on mobile devices.
- All email attachments should be scanned for viruses and malware prior to opening.
- All data residing on university-owned devices should be periodically backed up. Employees are encouraged to store data on OneDrive for Business managed by Information Technology Services. Employees who store data on a local device are responsible for ensuring that a backup copy exists. Secure, cloud-based backup services are available by contacting the Technology Helpdesk at 308-865-8363 or unkhelpdesk@unk.edu.
- If equipment has been vandalized, lost, stolen, or is otherwise unavailable for normal business activities, the head of the department, the Technology Helpdesk, and Public Safety should be promptly informed. Equipment must not be moved or relocated without approval of the designated support person.

- The display screens for all devices used to handle confidential data must be positioned or shielded so information cannot be readily viewed by others.
- Confidential printed material must not be left on unattended printers or fax machines.
- Devices with critical production applications should have emergency power, with both an uninterruptible power supply (UPS) and a backup generator for power.

History

Original Version – 2009

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