

# End User Device Policy

## I. Purpose

To mitigate risks and vulnerabilities, individuals are responsible for ensuring that the computers and devices used to access Nested Knowledge services and systems are protected by basic security measures.

## II. Scope

This policy affects all employees, contractors, and consultants of Nested Knowledge.

### Definitions

**End-user device:** Any desktop or laptop computer, any tablet, smart phone, or other mobile device is an end-user device. "End-user device" does not include removable storage like USB flash drives.

**End-user:** A member of the Nested Knowledge workforce who accesses to information technology resources.

## III. Policy

We require end-user devices to be protected by the security procedures describe:

- Access to the device is protected with a password, PIN, or suitable biometric alternative.
- Where practicable, the screen or device locks after an inactivity timeout, and a password, PIN, or suitable biometric alternative is required to unlock it.
- On devices, when available and practicable, application updates, including security updates, are applied at least once every quarter.
- On devices, where available, practicable, and advisable, a firewall is enabled.
- On devices, where available, practicable, and advisable, anti-virus software is installed and automatic check for updates occurs at least daily.
- On a biannual basis, end-users must review installed software applications.
- Software or apps should not be installed unless the user explicitly trusts the source and knows a legal license exists.
- Employees must comply with software vendor license agreements and copyright holders'

notices. Making unauthorized copies of licensed and copyrighted software, even for evaluation purposes, is strictly forbidden.

## Enforcement

Failure to comply with this policy may result in disciplinary actions.

## Revision History

Author	Date of Revision/Review	Comments
K. Cowie	12/15/2021	Draft Completed
K. Holub		
K. Kallmes		Policy approved

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