

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 weekly.
- 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	12/15/2021	Policy approved
K. Kallmes		Policy approved

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