

Beverly A. H. Buscemi, Ph.D.
State Director
David A. Goodell
Associate State Director
Operations
Susan Kreh Beck
Associate State Director
Policy
Thomas P. Waring
Associate State Director
Administration



COMMISSION
William O. Danielson
Chairman
Eva R. Ravenel
Vice Chairman
Gary C. Lemel
Secretary
Mary Ellen Barnwell
Sam F. Broughton, Ph.D.
Catherine O. Fayssox
Vicki A. Thompson

3440 Harden Street Ext (29203)
PO Box 4706, Columbia, South Carolina 29240
803/898-9600
Toll Free: 888/DSN-INFO
Website: www.ddsn.sc.gov

Reference Number: 367-20-DD
Title of Document: Portable Computing Devices
Date of Issue: December 10, 2014
Effective Date: December 10, 2014
Late Review Date: December 10, 2014
Date of Last Revision: July 13, 2016 (NEW)
Applicability: All DDSN Employees

I. PURPOSE

The purpose of the Portable Computing Devices security policy is to establish security mechanisms to protect both portable computing devices, such as laptops, and the information they contain.

II. Access Control for Mobile Devices

- DDSN employs whole disk encryption to protect the confidentiality and integrity of information stored on portable computing devices, including laptops.
- DDSN prohibits any passwords to be written or notated on any portable computing devices, including laptops.
- DDSN configures portable computing devices operating system so that only approved services are enabled and/or installed by a DDSN information technology (IT) administrator.
- DDSN utilizes a configuration management process that includes flaw remediation, installs the most current stable security patches, critical security updates and hot fixes for the relevant operating system.
- DDSN utilizes antivirus management tools to automatically update virus definition files on laptops and other portable computing devices susceptible to viruses.

DISTRICT I

P.O. Box 239
Clinton, SC 29325-5328
Phone: (864) 938-3497

Midlands Center - Phone: 803/935-7500
Whitten Center - Phone: 864/833-2733

9995 Miles Jamison Road
Summerville, SC 29485
Phone: 843/832-5576

DISTRICT II

Coastal Center - Phone: 843/873-5750
Pee Dee Center - Phone: 843/664-2600
Saleeby Center - Phone: 843/332-4104

- DDSN installs firewall software on laptops and implements mechanisms that prevent users from making firewall configuration changes.
- DDSN does not allow unauthorized software to be installed on laptops and/or other portable computing devices. Approval shall be obtained for the installation of any software that may be required for business use. A DDSN IT administrator will install any approved software.
- DDSN places asset tags on portable computing devices.
- DDSN does not allow Bluetooth, Infrared, or other wireless technologies to transfer unencrypted data.
- DDSN shall disable Peer-to-Peer wireless connections, otherwise known as “Ad-Hoc Connections,” on all portable computing devices, including laptops.
- Employees must notify the DDSN IT Division immediately in the event of a theft or loss using the Helpdesk phone number at 1-803-898-9767 or by email at Helpdesk@ddsn.sc.gov.
- DDSN IT Division shall securely remove Agency data from portable computing devices rendered inoperable or retired.

III. LAPTOP COMPUTER CUSTODY RECEIPT

The Laptop Computer Custody Receipt must be signed by any employee who is issued or returns a permanently assigned laptop. The IT Division maintains a log of short term loaner laptops.

IV. IMPLEMENTATION, MAINTENANCE, AND COMPLIANCE

- DDSN’s designated Information Security Officer is responsible for insuring that this policy is implemented and communicated throughout DDSN.
- Any revisions to this policy shall be developed by the designated Information Security Officer and follow the normal approval process according to DDSN Directive 100-02-DD: Implementation Procedures for the Internal Communications System.
- Violation of the provisions of this directive will be subject to disciplinary action in accordance with DDSN’s progressive discipline policy.



Tom Waring
Associate State Director-Administration
(Originator)



Beverly A.H. Buscemi, Ph.D.
State Director
(Approved)

Reference: NIST SP 800-53 Revision 4: AC 19 Access Control for Mobile Devices

To access any Guidance references, please see the attached link at:
<http://nvlpubs.nist.gov/nistpubs/SpecialPublications/NIST.SP.800-53Ar4.pdf>