



VSC Mobile Device Best Practices

This document provides constituents of the Vermont State Colleges with information related to securing both personal and college owned mobile devices.

These are generic best practices; please refer to your particular device's support documentation to determine how to apply these recommendations. You may also contact your local IT department for advice.

Devices in scope: Any device that is used to access secured VSC resources. This includes, but is not limited to laptops, smartphones, and netbooks that access any VSC resources (email, network drives, and content area).

Security:

- **Password:** Apply the most secure password to your device that is allowable by the device. When this is done properly, the device will not be accessible by those without the password.
- **Device Lock:** Set the device to lock at a time no greater than ten (10) minutes of inactivity. If you are using the device to present, you should set it to lock after no more than 45 minutes of inactivity or the duration of the presentation.
- **Unsuccessful login attempt limit:** Set the limit to ten. As per the VSC Data Access Security Policy, there should never be any private data on any mobile device.

Data Protection:

- **Encryption:** If your device can be encrypted, we recommend that you do so. Your device may be able to encrypt the data on the device and any data storage cards that can be inserted into it.

Physical Security:

- **Possession:** The device should be in your possession or secured at all times.
- **Ownership Notification:** Place your name and contact information on the device so that it is displayed even when locked.

In case of loss or theft:

- **VSC-owned:** Please immediately change your VSC account password and notify your local IT Department.
- **Personal device:** Immediately change your VSC account password and any other accounts that you used on this device. Employees must follow the VSC Incident Response Policy for reporting this loss.

References: VSC Information Sensitivity Policy, VSC Data Access Security Policy

Approved by IT Council on 2/22/11