

PE 6.7100



ADMINISTRATIVE POLICY AND PROCEDURE

| | | | | |
|-----------------------------|-------------|----------------------|------------------------------|-------------------|
| TITLE: VIRUS PROTECTION | | SUBJECT: COMPUTER | | |
| | | INDEX NO: 100-32 | | |
| EFFECTIVE DATE: 12/01/98 | SUPERSEDES: | PAGE NO: OF: 1 2 | PREPARED BY: Diane Supler | MAYOR'S APPROVAL: |

PURPOSE

To establish policy and assign responsibility for virus protection and eradication from City-owned and non-owned computers used by any City of Auburn employee for City business.

ORGANIZATIONS AFFECTED

All Departments/Divisions

REFERENCES

POLICY

- 4.1 Departments shall ensure that all computer users know and understand safe computing practices. At a minimum, this shall include knowledge of the following:
- knowing the source of the software in use
 - performing frequent backups on data files
 - using anti-virus software
 - scanning for viruses on files that are downloaded from BBSs, the Internet, or any other outside source
 - scanning for viruses on all diskettes brought from home or any other outside source
 - booting only from a cleanly scanned diskette when not booting the workstation from the hard drive
- 4.2 The City shall purchase and install anti-virus software for all LAN servers and workstations. This software will be updated on a regular basis by the IS Division. Servers and workstations will be scanned for virus' periodically, either manually by the IS Division or via an automated program.
- 4.3 Departments shall report all virus outbreaks to the Finance Director. The Finance department shall be charged with logging all such outbreaks and the eradication methods used by departments, and will notify other departments, if appropriate, in the existence of a virus, along with effective measures used in its eradication if known.



DEFINITIONS

5.1 BBS is the acronym for "Bulletin Board System," which is a computer system used as an information source and message system. BBS is similar to a physical bulletin board, except that messages are posted electronically on a computer bulletin board system.

PROCEDURE

In the event of a serious virus outbreak, or in the event of a continued breach of this policy by a department, the Network Administrators will disconnect that department from the Citywide backbone (or any other Citywide network) until compliance with the policy.