Desktop and Portable Computer Standard Security Checklist for Systems Administrators

Computer identification and location:

Completed by (please print): _____ Date: _____

Signature: _____ Next scheduled review date: _____

Manager's signature: _____ Date: _____

All computers that connect to the RIT network require the following:	*(5.1)*	**Initials**
1. Anti-virus software with updated signatures has been installed and enabled.	*(5.1.1)*	
2. All operating system and application security patches are up to date.	*(5.1.2)*	
3. Hardware or software that provides memory protection is enabled.	*(5.1.3)*	
4. A personal firewall, software or hardware, is installed and enabled.	*(5.1.4)*	
5. Anti-spyware is installed, enabled, and up-to-date.	*(5.1.5)*	
6. Is this a laptop? (**Y/N**) _____ If **No**, skip to number **12**.	*(5.2.1)*	
7. The laptop has whole-disk encryption enabled.	*(5.2.1)*	
8. The encryption solution has validated that it has been installed and is operating correctly.	*(5.2.1.1)*	
9. User-configurable settings do not interfere with the encryption software.	*(5.2.1.2)*	
10. Laptop is set to hibernate, rather than standby, when inactive for more than 30 minutes.	*(5.2.1.2.1)*	
11. The encryption software and its policies are controlled by centralized ISO-approved security personnel.	*(5.2.1.3)*	
12. This computer can be audited from centralized and ISO-approved configuration and software management tools. (**Y/N**) _____ If **No**, skip to number **14**.	*(5.2.2.1)*	
13. The audit is configured to include applications and patch inventory.	*(5.2.2.1.1)*	
14. Anti-phishing controls have been installed and enabled.	*(5.2.3.1)*	
15. Users are aware that they must not leave their computer unattended without logging off or locking the computer first.	*(5.2.4.1)*	
16. Are administrator privileges being used on this computer? (**Y/N**) _____ If **Yes**, who is the dean or VP that has authorized the privileges? _____	*(5.2.5.1)*	
17. An ISO-approved Host Intrusion Prevention System has been installed and enabled.	*(5.2.6.1)*	

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