

COMMONWEALTH OFFICE OF TECHNOLOGY Office of the Chief Information Officer Enterprise Policy (CIO)		Page 1 of 2
CIO-073: Anti-Virus Policy		
EFFECTIVE DATE: 06/01/2002	REVISED: 03/08/2017 10/05/2023	REVIEWED: 09/01/2021 10/05/2023

I. PURPOSE

This policy supports security best practices, standards, and guidelines that must be followed to protect Commonwealth owned devices from malware.

II. DEFINITIONS

“Malware” - means any type of malicious software including but not limited to viruses, trojans, etc.

III. POLICY

All Commonwealth owned computing devices (servers, desktops, laptops and tablets) must be scanned for malware. Only IT products listed within the Kentucky Information Technology Standards (KITS) are approved for installation and use. For consolidated agencies, authorized COT individuals are responsible for supporting the agency and ensuring appropriate malware protection software has been installed and is functioning on the devices. For non-consolidated agencies, the authorized agency administrator is responsible for ensuring appropriate malware protection software has been installed and is functioning.

If a virus-scanning program detects malware and/or if a user suspects an infection, the user must immediately stop using the involved computer and notify the Commonwealth Service Desk by calling (502) 564-7576. The machine will not be reconnected to the network until necessary disinfection procedures are taken and/or the device is re-imaged.

IV. CORRECTIVE OR DISCIPLINARY ACTION

Each agency shall ensure that all relevant staff within their organizational authority are aware of and comply with this policy. The agency is responsible for enforcing it. Unauthorized and/or neglectful actions regarding this policy may result in disciplinary action up to and including dismissal. COT may require additional service charges for remediation efforts due to non-compliance with this policy.

V. APPLICABILITY

All executive branch agencies and non-executive branch agencies using COT-managed infrastructure or services shall adhere to this policy. This includes employees, contractors, consultants, temporaries, volunteers, and other workers within state government. Organizations may modify this policy to fulfill their responsibilities but must obtain approval through an exception request. Staff should refer to their internal policy that may have additional information or clarification.

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VI. REFERENCES

Helpful references can be found on the Enterprise IT Policies webpage.