

# Office of Information Technology Policy

## Anti-virus / Anti-spyware Software

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**Policy:**

Agencies must have an active anti-virus and anti-spyware solution enabled on their networks. This solution may be either software or hardware based, but must be able to scan servers, personal computers, notebooks/laptops, incoming email and email attachments, and traffic coming in and out of the agency's network.

**Scope:**

This policy applies to all state-owned computing devices (gateways, servers, personal computers) under the authority of the Office of Information Technology pursuant to the provisions of R.S. 39:15.1, et seq.

**Responsibilities:**

Agencies are required to develop policies and procedures that ensure the following:

- Anti-virus software updates are applied when made available by the vendor.
- Scheduled anti-virus system scans for desktops occur daily during the work week.
- Scheduled anti-virus system scans for servers are determined by the agency, based on its respective environment.
- Non-state-owned computing devices (home user and contractor PC's) attached to the agency's internal network utilize anti-virus software with the current updates.

**Owner:**

OIT Security Office

**Effective Date:**

July 27, 2009