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| New York State Information Technology Standard | No: NYS-S14-004 |
| IT Standard: Collaborative Computing Devices | Effective: 02/21/2014 |
| | Issued By: NYS ITS Standard Owner: Enterprise Information Security Office |

1.0 Purpose and Benefits of the Standard

The purpose of this standard is to prohibit the remote activation of collaborative computing devices, and to prohibit the use of collaborative devices without the explicit indication of their use to those physically present in order to prevent compromise of New York State (NYS) information.

2.0 Enterprise IT Policy/Standard Statement

Section 2 of Executive Order No. 117 provides the State Chief Information Officer, who also serves as director of the NYS Office of Information Technology Services (ITS), the authority to oversee, direct and coordinate the establishment of information technology policies, protocols and standards for State government, including hardware, software, security and business re-engineering. Details regarding this authority can be found in NYS ITS Policy NYS-P08-002, Authority to Establish State Enterprise Information Technology (IT) Policy, Standards and Guidelines.

Except for terms defined in this policy, all terms shall have the meanings found in <http://www.its.ny.gov/policy/glossary.htm>.

3.0 Scope

This standard applies to collaborative computing devices, which may include, but are not limited to networked white boards, cameras, and microphones that are connected to NYS IT systems for the purposes of conducting government business collaboratively.

The scope of this standard is technical and limited to remote activation functionality. The standard does not intend to address legal or privacy issues such as recording of conversations and consent.

4.0 Information Statement

Collaborative computing devices must:

- prohibit remote activation; and
- provide users physically present at the devices with an explicit indication of use.

State Entities (SEs) must provide simple methods to physically disconnect collaborative computing devices.

5.0 Compliance

This standard shall take effect upon publication. The Policy Unit shall review the standard at least once every year to ensure relevancy. The Office may also assess agency compliance with this standard. To accomplish this assessment, ITS may issue, from time to time, requests for information to covered agencies, which will be used to develop any reporting requirements as may be requested by the NYS Chief Information Officer, the Executive Chamber or Legislative entities.

If compliance with this standard is not feasible or technically possible, or if deviation from this standard is necessary to support a business function, SEs shall request an exception through the Enterprise Information Security Office exception process.

6.0 Definitions of Key Terms

Explicit Indication A signal or alert to user(s) physically present providing notice that a collaborative computing device sensor has been activated.

7.0 ITS Contact Information

Submit all inquiries and requests for future enhancements to the standard owner at:

Standard Owner
Attention: Enterprise Information Security Office
New York State Office of Information Technology Services
1220 Washington Avenue – Bldg. 7A, 4th Floor
Albany, NY 12242
Telephone: (518) 242-5200
Facsimile: (518) 322-4976

Questions may also be directed to your ITS Customer Relations Manager at:

Customer.Relations@its.ny.gov

The State of New York Enterprise IT Policies may be found at the following website:

<http://www.its.ny.gov/tables/technologypolicyindex.htm>

8.0 Review Schedule and Revision History

| Date | Description of Change | Reviewer |
|------------|---------------------------|--|
| 02/21/2014 | Original Standard Release | Thomas Smith, Chief Information Security Officer |
| 02/21/2015 | Scheduled Standard Review | |

9.0 Related Documents

- [Internal Revenue Service Publication 1075: Tax Information Security Guidelines for Federal, State and Local Agencies](#)
- [NIST Special Publication 800-53, Security and Privacy Controls for Federal Information Systems and Organizations](#)