Why is Access to USB Storage Devices is Restricted?

USB storage devices, especially USB Flash Drives are notorious among hackers due to inexpensive cost and portability. Plugging a USB Storage Device in FREEPORT-owned workstations can jeopardize the security posture of FREEPORT workstation and data. The USB storage devices are one of the easiest channels to spread the infection to a workstation and network. Disabling USB Storage Devices also discourages use and storing of unencrypted Level 1 or Level 2 data on flash drives and external hard drives. USB drives are small and easy to lose. If data is unencrypted, the data is easily accessible to non-authorized individuals. The USB Storage.

Abuse of USB Storage Devices

Abuse is defined as, but not limited to:

- Transferring FREEPORT owned data to personal USB Flash or External hard drives.
- Storing data on USB Flash or External hard drives.
- Inadvertently transferring malicious files to FREEPORT-owned workstation.
- Plugging in USB Storage Devices found on the ground or handed out for free.

Dangers of USB Storage Devices

USB Storage Devices, especially the ones found on the ground or handed out for free can contain malware that can infect the workstation. It is common for hackers to use this method to install malware on victim's workstations. Once installed, the malware can perform a variety of malicious acts such as capturing keystrokes on your keyboard and encrypting your hard drive. The hacker can ask for ransom or spread the malware from one computer to the next, gradually infecting many, if not all, workstations.

How to Request USB Storage Device Exception

For audit purposes, FREEPORT must retain documentation showing that USB Storage Devices exception has management approval. To request an exception, a FREEPORT employee must follow these steps:

1. Read this USB Storage Device exception and understand the responsibilities of being granted access to the USB ports on your computer.
2. Complete and sign the form below.
3. Obtain Department Head Approval
4. Submit the form to helpdesk@freeportny.gov.

REQUESTOR INFORMATION
NAME:
EMPLOYEE ID:
DEPARTMENT:
EMAIL:
BUSINESS JUSTIFICATION FOR REQUEST:
DURATION NEEDED:

I have read this document and agree to all of the policies and standards referenced in this document. I understand that approval for gaining an exception to use USB Storage Devices is to conduct official FREEPORT business as requested in this document. I understand that violations of the items listed above will result in the removal of this exception.

Requestor Name

Requestor Signature   **Date**

I request granting an exception to use USB Storage Devices to this individual on the basis of business needs articulated above.

Department Head Name

Department Head Signature   **Date**

ITC Center Completion Confirmation

Employee Name

IT Manager Signature   **Date**