

# Information Technology and Services

## Tip of the Week – Dec 26, 2005

### Scan the Thumb Drives!

Thumb drives, also known as jump drives, pen drives, USB drives, memory sticks or flash drives, among other names, are becoming quite commonly used. They are portable storage devices that use flash memory and are lightweight. They can be used in place of a diskette, Zip drive, or CD. When they are plugged into a USB port, the computer will assign a drive letter which allows them to be browsed like any other drive.

Because they are portable, thumb drives should be treated as if they are diskettes, i.e., users should assume they may have viruses and they must be scanned before they are used in a City or County computer.

From the **City of Helena/Lewis & Clark County Computer Virus Prevention And Detection Policy**:

#### **REQUIREMENTS:**

- Users must scan ALL software from outside sources, regardless of their origin.
- Users must scan ALL media, if they have been used any place other than their own workstation.
- Virus scanning software **MUST** be installed and used regularly on workstations and portable computers.
- **SCAN EVERYTHING!**
- Users must immediately notify the Helpdesk, or designated contact person to coordinate virus removal operations, whenever a virus is detected. **DO NOT ATTEMPT TO CLEAN THE VIRUS.** Much of the damage attributed to viruses occurs through improper removal attempts.

If IT&S Staff is not immediately available, power down the computer and notify the Helpdesk.

To scan a thumb drive, do the following:

1. Double-click on My Computer
2. Right-click on the drive letter for the thumb drive and select **Scan for viruses...**
3. If there are any viruses present, contact the HelpDesk immediately