

Usage of Exception CD/DVD Readers/Writers in Courts

Limiting Use to Writing Only, Not Reading

Background/Overview

In the course of implementing a ban on USB-connected mass storage devices to comply with Security Control 3.5 enacted by the Commission on Technology (COT) in June 2023, numerous exceptions were granted to allow continued use of CD/DVD peripherals in courts. Exceptions responded to access-to-justice concerns of courts that had not yet adopted digital evidence. While CD/DVD peripherals can be blocked by policy, once allowed no method exists for limiting their use to writing only, introducing the risk of malicious activity across the courts' network when outside media is inserted. Court employees must therefore limit their own use of the drives to writing activity only, never reading, unless the drive has been connected to a non-network-attached computer beforehand.

This document modifies the acceptable use policy for all CD/DVD peripherals and will be circulated to leaders of all courts having exceptions for those registered with the AOC.

Tactical Actions

Policy Statement

Exception CD/DVD drives may be used to write content, typically for archive creation or court record distribution, but never to read content unless the drive is connected to a non-network-attached computer at the time.

Return of Acknowledgment

Leadership in each court having an exception CD/DVD drive or drives shall communicate the restriction policy and related local procedures to all employees before returning acknowledgment of completion of training to the AOC.

Leadership in each court having an exception CD/DVD drive or drives shall affix a warning label to each drive as detailed below before returning acknowledgment of that activity to the AOC.

Labeling Each CD/DVD Drive

Because each exception is granted by hardware device ID rather than by user name, warning signage shall be affixed to each physical drive so that anyone using the drive is alerted that no reading activities are allowed, only writing.

- Sample language: Usage Restricted to Writing Activity Only, NO READING
- Sample graphic:



**USAGE RESTRICTED
TO WRITING
ACTIVITY ONLY**



References

- [AJB Min Sec Stds 060823.pdf](#)
- <https://www.cisecurity.org/controls/v8>