

Information Security Policies

Remote Access Policy

Version: 1.0

Effective Date:

9-23-11

Approved by:

IT Advisory

Committee

Remote Access Policy

1.0 Purpose

Given the current technological climate there are many occasions where users may need to access Keuka College Network Resources remotely. Information Technology Services needs to balance the needs of remote users with the necessity of preserving Network Integrity. The purpose of this policy is to help ensure that Keuka College information remains secure when remotely accessed.

2.0 Scope

Individuals affected:

This policy applies to all students, faculty, and staff attending or employed by Keuka College who access, handle, use or otherwise connect to the college's information technology resources (also referred to as *users*). In addition, the designation user also refers to all visitors, subcontractors, potential students, research associates, media representatives, and non-college entities or individuals who are granted access to Keuka College's information technology resources.

Resources covered:

This policy applies to all college resources, whether individually controlled, shared, stand alone or networked. It applies to all computers and communications devices owned, leased, operated or provided by Keuka College. This includes, but is not limited to personal computers, wireless communication devices, networking devices, workstations, servers, and any peripheral devices and the associated software thereof. This policy also applies to all privately owned devices used to store, process or transmit college owned data.

3.0 Policy

It is the responsibility of Keuka College employees, affiliates, and contractors to ensure that the remote connection used is given the same amount of consideration as the on-site connection.

In addition, the following considerations must be in place:

1. Secure remote access must be controlled. Control should be enforced with strong pass phrases. (See the Password Policy).
2. Non-standard hardware configurations may not be supported by Information Technology Services for remote access.
3. The most up to date anti-virus software must be used by the individual remotely accessing the Keuka College internal network as per the AntiVirus Policy.

4.0 Enforcement

Compliance:

At minimum these principles must be followed by individuals employed by Keuka College while attending to Keuka College resources. Individual departments or locations may apply stricter standards, provided they do not conflict with the standards and procedure outlined in this document.

5.0 - Definitions

Users – Faculty, Staff, Students, and other members of the Keuka college community that use or interact with the Keuka College network in any fashion

6.0 Revision History

6/14/2011 – Document Created

7.0 Policy Impact Statement

This policy simultaneously creates a framework for enabling and controlling remote access. Remote access is a prime and necessary commodity in the networked world, but any remote access to the network carries with it some level of risk. Securely accessing Keuka College resources will enhance productivity while preserving data integrity and accessibility.