
INTEGRATED TECHNOLOGY REMOTE ACCESS

Remote access is provided to Southwestern Oregon Community College's network and network resources. Remote access provides increased productivity, flexibility and information. Remote access is provided via Virtual Private Network (VPN), wireless, VPN Forwarding/Digital Subscriber Line (VRF/DSL) connections, email clients, data cell phones and web access.

1. It is the responsibility of Southwestern Oregon Community College employees, contractors, vendors and agents with remote access privileges to Southwestern Oregon Community College's College network to ensure that their remote access connection is given the same consideration as the user's on-site connection to Southwestern Oregon Community College.
2. The Southwestern Oregon Community College employee is responsible to ensure the remote access to the College's network is used for business purposes only. General access to the Internet for recreational use by immediate household members through the Southwestern Oregon Community College Network on personal computers is not permitted. Southwestern employees granted remote access must adhere to Southwestern Oregon Community College procedures.
3. Secure remote access must be strictly controlled. Control will be enforced via password authentication.
4. VPN privileges must be requested by the employee's supervisor using *Integrated Technology Service's Access Request Form*.
5. VPN remote access must be encrypted using Cisco VPN client software.
6. At no time should any Southwestern Oregon Community College employee provide their login or email password to anyone—not even family members.
7. Southwestern Oregon Community College employees and contractors with remote access privileges must ensure that their Southwestern Oregon Community College-owned or personal computer or workstation, which is remotely connected to Southwestern Oregon Community College's network, is not connected to any other network at the same time, with the exception of personal networks that are under the complete control of the user.
8. Southwestern Oregon Community College employees with remote access privileges to Southwestern Oregon Community College's college network must use approved Southwestern Oregon Community College email accounts and not other external resources to conduct Southwestern Oregon Community College business (e.g. Hotmail, gmail, AOL), thereby ensuring that official business is never confused with personal business.
9. Non-standard hardware configurations must be approved by the Network Specialist.

10. All hosts that are connected to Southwestern Oregon Community College internal networks via remote access technologies must use the most up-to-date anti-virus software; this includes personal computers.
11. Personal equipment that is used to connect to Southwestern Oregon Community College's networks must meet the requirements of Southwestern Oregon Community College-owned equipment for remote access.
12. Organizations or individuals who wish to implement non-standard Remote Access solutions to the Southwestern Oregon Community College network must obtain prior approval from the Network Specialist.

Associated Procedures:

APP 5059 Acceptable use of Integrated Technology Resources

APP 5058 Wireless Network Access

Associated Forms:

ITS Access Request Form

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Reviewed March 13, 2013 (Formerly Admin Policy 4.015)

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