



Remote Access Policy

1.0 Purpose

The purpose of this policy is to define standards for connecting to Drake State Community and Technical College's network from any host. These standards are designed to minimize the potential exposure to Drake State from damages which may result from unauthorized use of DSCTC resources. Damages include the loss of sensitive or company confidential data, intellectual property, damage to public image, damage to critical Drake State internal systems, etc.

As a general rule, remote access is not provided to Drake State employees. Remote access will only be allowed with the consent of the employee's manager and the Information Technologies Department.

2.0 Scope

This policy applies to all Drake State employees, contractors, vendors and agents with a Drake State-owned or personally-owned computer or workstation used to connect to the Drake State network. This policy applies to remote access connections used to do work on behalf of DSCTC, including reading or sending email and viewing intranet web resources.

Remote access implementations that are covered by this policy include, but are not limited to, dial-in modems, frame relay, ISDN, DSL, VPN, SSH, and cable modems, etc.

3.0 Policy

3.1 General

1. It is the responsibility of Drake State employees, contractors, vendors and agents with remote access privileges to Drake State Community and Technical College's enterprise network to ensure that their remote access connection is given the same consideration as the user's on-site connection to Drake State Community and Technical College.
2. The Drake State employee is responsible to ensure family members does not violate any DSCTC policies, does not perform illegal activities, and does not use the access for outside business interests while remote access is active. The DSCTC employee bears responsibility for the consequences should the access be misused.
3. Please review the following policies for details of protecting information when accessing the corporate network via remote access methods, and acceptable use of the DSCTC network:
 - a. *Virtual Private Network (VPN) Policy*

