

3357:13-19-231 Virtual Private Network (VPN) Access Procedure

- (A) VPN access is provided for the employees and vendors who have been approved by the college administration.

Any employee or vendor, approved for VPN access will adhere to all established policies relating to the use of the North Central State College computer network and associated technology resources as well as applicable local, state and federal laws.

- (B) Remote computers connecting to the VPN become an extension of the North Central State College computer network and are therefore subject to the same network use guidelines and policies extended to any other computer host on the network.

- (C) Remote users and their personally own computing device connecting to VPN are subject to the following requirements and guidelines:

- (1) Obtaining VPN access signifies compliance with this policy by completing and signing the VPN User Agreement
- (2) VPN access will require authentication by user account/password and all data traffic will be encrypted using standard protocols. All authentication attempts will be logged.
- (3) It is the responsibility of each VPN user that they do not allow any other individual to use their account to access the VPN.

- (D) It is the responsibility of supervisors and department heads to:

- (1) Determine which of their office/department's college business activities can and cannot be performed via the VPN from off-campus
- (2) Determine under what circumstances it is appropriate for an employee to use the VPN to conduct college business, and to request the approval of the Human Resources Office.
- (3) All requests for VPN accounts must be issued through the IT Service Desk.

- (E) Hardware and Software Requirements

- (1) Only VPN software clients provided by the North Central State College IT department can be used to connect to the VPN.
- (2) The end user's home computer must be cleaned of viruses and spyware and have an approved up-to-date antivirus software installed.

- (3) The end user's computer must be up to date on all critical security patches.
 - (4) Theft or loss of any computer with a VPN client configured on it must be reported immediately to the North Central State College's IT department.
 - (5) VPN does not provide Internet connectivity; it provides secure access to the North Central State College's computer network. Individual users are responsible for selecting an Internet Service Provider (ISP), coordinating installation, and installing any required software necessary for Internet service.
- (F) Appropriate use of the VPN service is as follows:
- (1) The VPN may be used only for official, college-related work. The user must disconnect the VPN before attempting any non-college related activities from their computer.
 - (2) It is the responsibility of employees with VPN privileges to ensure that unauthorized users are not allowed access to the North Central State College's internal network.
 - (3) Use of the VPN signifies your acceptance of and compliance with all other related North Central State College Information technology policies.
 - (4) VPN users will be permitted one active VPN connection.
 - (5) Access to the VPN can be revoked at any time for failure to abide by the VPN Access Policy.

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Review Dates: 5/1/14, 5/1/18, 4/13/20