



**Policy & Procedure No. 7.002  
Nunez Community College**

**Title: Remote Access Policy**

**Effective Date: 11-9-2018**

**Last Revision Date: 2015**

**Cancellation:**

**Department/Office: Information Technology**

**PURPOSE**

To define standards for connecting to the Nunez network from any host. These standards are designed to minimize the potential exposure to Nunez from damages that may result from unauthorized use of Nunez resources. Damages include the loss of sensitive or organization confidential data, intellectual property, damage to public image, or damage to critical Nunez internal systems.

**SCOPE**

This policy applies to all Nunez Employees with a Nunez provided or personally-owned computer or workstation used to connect to the Nunez network. This policy applies to remote access connections used to do work on behalf of Nunez. Remote access implementations that are covered by this policy include, but are not limited to DSL, Cable Modem and VPN.

**POLICY**

It is the responsibility of Nunez employees with remote access privileges to the Nunez network to ensure that their remote access connection is given the same consideration as the user's on-site connection to Nunez.

Remote access usage shall not:

1. Violate any Nunez policies
2. Perform illegal activities
3. Be used for outside business interests.

End-users interested in obtaining remote access privileges should contact the Information Technology department. Each request for remote access will be evaluated on a case-by-case basis.



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***Requirements:***

1. Secure remote access must be strictly controlled. Control will be enforced via password authentication with strong pass-phrases
2. At no time should any Nunez employee provide login or email password to anyone, not even family members.
3. With the exception of personal networks that are under the complete control of the user, Nunez employees with remote access privileges must ensure that their Nunez-owned or personal computer when remotely connected to the Nunez network is not connected to any other network at the same time.
4. All hosts connected to the Nunez internal network via remote access technologies must use the most up-to-date anti-virus software. This includes personal computers.

***Support Responsibilities***

***End-User:***

Provides first level support for the desktop, any local area network, or third party networks used to enter the Nunez network and utilize applications via remote access methods. End users are responsible for troubleshooting connection issues on their own equipment.

***IT Department:***

Provides second level support problem determination for VPN connections (where applicable). The Security Administrator receives the request form and makes sure that all signatures are in place before processing the request.

***Enforcement:***

Any employee found to have violated this policy shall have remote access rights revoked and may be subject to disciplinary action, up to and including termination of employment. Restoration of remote access rights will occur on a case-by-case basis in consultation with the employee's supervisor and other authorities as needed.



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**Definitions:**

**Cable modem:** Cable companies such as AT&T, Charter and Cox Broadband provide Internet access over Cable TV coaxial cable.

**Digital Subscriber Line (DSL):** A form of high-speed Internet access competing with cable modems.

**Remote Access:** Any access to Nunez’s network through a non-Nunez controlled network, device or medium.

**Virtual Private Network:** A private network that makes use of the public telecommunication infrastructure, maintaining privacy through the use of a tunneling protocol and security procedures.

X	Reviewing Council/Entity	Review Date	Effective Date
X	Office of Information Technology	10-2018	11-09-2018
X	College Compliance Committee	11-2018	11-09-2018
X	Chancellor’s Council	11-9-2018	11-09-2018

*Policy Referenced: LCTCS Policy #7.004*

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**Chancellor’s Signature/Approval**

SIGNATURE:   
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DATE: 11-15-2018

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Chancellor