Remote Access Policy  
COE–RAP–AD20

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

2.0 Scope
This policy applies to all the College of Engineering employees, contractors, consultants, temporary personnel, and other workers or students with a College of Engineering-owned or personally-owned computer or workstation used to connect to the College of Engineering network. This policy applies to remote access connections used to do work on behalf of the College of Engineering, 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 the College of Engineering employees, contractors, vendors and agents with remote access privileges to the College of Engineering's corporate network to ensure that their remote access connection is given the same consideration as the user's on-site connection to the College of Engineering.
2. Please review the following policies for details of protecting information when accessing the corporate network via remote access methods, and acceptable use of the College of Engineering's network:
   a. Virtual Private Network (VPN) Policy
   b. Wireless Communications Policy
   c. Acceptable Use Policy

3.2 Requirements
1. Secure remote access must be strictly controlled. Control will be enforced via the College of Engineering’s VPN gateway.
2. At no time should any the College of Engineering employee provide their login or email password to anyone, not even family members.
3. The College of Engineering employees and contractors with remote access privileges must ensure that their the College of Engineering-owned or personal computer or workstation, which is remotely connected to the College of Engineering's corporate 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.
4. All hosts that are connected to the College of Engineering internal networks via remote access technologies must use the most up-to-date anti-virus software, this includes personal computers.
5. Personal equipment that is used to connect to the College of Engineering's networks must meet all the requirements of College of Engineering-owned equipment for remote access.
6. Organizations or individuals who wish to implement non-standard Remote Access solutions to the College of Engineering production network must obtain prior approval from the College of Engineering’s security team at ECS.
4.0 Enforcement
Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

5.0 Definitions

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
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<tbody>
<tr>
<td>Cable Modem</td>
<td>Cable companies such as AT&amp;T Broadband provide Internet access over Cable TV coaxial cable. A cable modem accepts this coaxial cable and can receive data from the Internet at over 1.5 Mbps. Cable is currently available only in certain communities.</td>
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<tr>
<td>Dial-in Modem</td>
<td>A peripheral device that connects computers to each other for sending communications via the telephone lines. The modem modulates the digital data of computers into analog signals to send over the telephone lines, then demodulates back into digital signals to be read by the computer on the other end; thus the name &quot;modem&quot; for modulator/demodulator.</td>
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<tr>
<td>DSL</td>
<td>Digital Subscriber Line (DSL) is a form of high-speed Internet access competing with cable modems. DSL works over standard phone lines and supports data speeds of over 2 Mbps downstream (to the user) and slower speeds upstream (to the Internet).</td>
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<tr>
<td>Frame Relay</td>
<td>A method of communication that incrementally can go from the speed of an ISDN to the speed of a T1 line. Frame Relay has a flat-rate billing charge instead of a per time usage. Frame Relay connects via the telephone company's network.</td>
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<tr>
<td>ISDN</td>
<td>There are two flavors of Integrated Services Digital Network or ISDN: BRI and PRI. BRI is used for home office/remote access. BRI has two &quot;Bearer&quot; channels at 64kbit (aggregate 128kb) and 1 D channel for signaling info.</td>
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<tr>
<td>Remote Access</td>
<td>Any access to the College of Engineering's corporate network through a non-the College of Engineering controlled network, device, or medium.</td>
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6.0 Revision History