Remote Access Policy

1.0 Purpose

This policy defines standards for connecting to the Lawrence Technological University network from any remote host. These standards are designed to minimize the potential exposure to the University from damages which may result from unauthorized use of University resources. Damages include the loss of Sensitive or Restricted Data, loss of intellectual property; damage to public image; or damage to critical internal systems.

2.0 Scope

This policy applies to all Lawrence Technological University students, faculty, employees, contractors, consultants, temporaries, and other workers including all personnel affiliated with third parties with a University–owned or personally–owned computer used to remotely connect to the Lawrence Technological University network.

Remote access implementations that are covered by this Policy include, but are not limited to; dial–in modems, DSL, VPN, SSH, and cable modems, etc.

3.0 Policy Statement

It is the responsibility of Remote Users to ensure that all possible measures have been taken to secure the remote machine. When available, this includes hardware and software firewalls and anti–virus software. A Remote User’s computer system must be at least as secure as its on–site counterpart.

Remote users must comply with federal, state, and local law and all Lawrence Technological University policies.

3.1 Guidelines

- Secure remote access is enforced via password authentication.
- All remote users working with Sensitive or Restricted Data must use the Lawrence Technological University VPN.
- At no time will a remote user provide their password to anyone, including family members.
- All computers that are connected to the Lawrence Technological University network must use up–to–date anti–virus software that is the corporate standard, keep virus definitions up to date, and run regular scans.
- Remote Users must ensure that computers used to connect to the University network have the most recent operating system and application patches applied.
- Remote access to the Lawrence Technological University network should only be used for academic purposes and legitimate University business.
- When done accessing the Lawrence Technological University network or Internal University server application remotely, please make sure to logoff of the VPN client or client application when access is no longer needed.