POLICY AND PROCEDURE

TITLE:	Remote Access Policy

POLICY STATEMENT:

Goodwin University is able to provide remote access tools to employees and consultants which allows connection to the Goodwin University network over the Internet. These tools are designed to minimize exposure to Goodwin University from damages which may result from unauthorized use of Goodwin's resources. Damages include, but are not limited to, the loss of confidential data, intellectual property, damage to public image and damage to critical information & systems. This policy defines guidelines and standards and to standardize expectations for who is allowed to use the remote access tools. This policy applies to all Goodwin University employees and consultants utilizing remote access to the Goodwin University internal network.

PROCEDURE DETAILS:

- In the case of Goodwin University employees, the request for remote access will follow the employees chain of command: Supervisor, Departmental Vice President, the Director of IT, the Vice President for IT, and the Vice President for Human Resources.
- In the case of consultants, the request must be made through the chain of command of the sponsoring department.
- The tools currently available are LogMeIn and VPN and which one will be used will be decided based on needs.
- It is the responsibility of the employee or consultant to ensure that unauthorized users are not allowed to access to Goodwin College internal networks. They are responsible for communications from their computers while connected to the Goodwin College internal network.
- Any employees or consultants found to have violated this policy may have their network access privileges temporarily or permanently revoked and additional sanctions may be applied as deemed appropriate.

PUBLISH POLICY STATEMENT (CLICK ON BOX NEXT TO OPTION-SELECT ALL THAT APPLY):

☐ UNIVERSITY CATALOG   ☒ STAFF HANDBOOK

☒ FACULTY HANDBOOK   ☐ STUDENT HANDBOOK

DEFINITIONS:
NA

EXCLUSIONS:
NA

OFFICES DIRECTLY AFFECTED BY THE POLICY:

Academic Advising; Academic Affairs; AccessAbility Services; Administration; Board of Trustees; Bookstore; Business Services; School of Business, Management and Advanced Manufacturing; Campus Safety & Security; Career Services; Compliance; Continuing Education; Economic & Strategic Development; Enrollment; Facilities; Financial Aid; School of Health and Natural Sciences and Nursing; Human Resources; Information Technology; Institutional Advancement; Institutional Effectiveness; Library; Marketing & Communications; Online Studies; Physical Facilities; Registrar; School of Social and Educational Sciences and General Education; and Student Affairs.

HISTORY:

Reviewed September 2019. Updated with new logo January 2020. Revised June 2019; Reviewed April 2018; Reviewed October 2017; Created December 2016.

EFFECTIVE DATE:	December 21, 2016
RESPONSIBLE OFFICE (ONLY ONE):	Information Technology
REVIEW DATE:	Annually

APPENDIX:

NA