



# GOODWIN COLLEGE

## POLICY AND PROCEDURE

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<b>TITLE:</b>	Remote Access Policy
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### **POLICY STATEMENT:**

Goodwin College is able to provide remote access tools to employees and consultants which allows connection to the Goodwin College network over the Internet. These tools are designed to minimize exposure to Goodwin College 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 College employees and consultants utilizing remote access to the Goodwin College internal network.

### **PROCEDURE DETAILS:**

- In the case of Goodwin College employees, the request for remote access will follow the employees chain of command: Supervisor, departmental VP, the Director of IT the VP of IT and HR.
- 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):**

COLLEGE CATALOG

STAFF HANDBOOK

FACULTY HANDBOOK

STUDENT HANDBOOK

### **DEFINITIONS:**

NA

### **EXCLUSIONS:**

NA

**OFFICES DIRECTLY AFFECTED BY THE POLICY:**

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

**HISTORY:** 12/21/2016 John Ruggirello Creation of Policy

Reviewed October 2017, Reviewed April 2018

<b>EFFECTIVE DATE:</b>	This is not necessarily the approval date. This date should indicate when the policy becomes effective for the college. For example, some policies may not go into effect until the semester start date following policy approval. In those instances this date will reflect the date of the next semester start.
<b>RESPONSIBLE OFFICE (ONLY ONE):</b>	Director of IT
<b>REVIEW DATE:</b>	January – March annually.

**APPENDIX:**

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