**POLICIES AND PROCEDURES MANUAL**

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| **TITLE** | **Remote Access Policy** |
| **LEGAL AUTHORITY** | **President and Cabinet** |
| **DATE APPROVED**  | **June 28, 2023** |

**Introduction:**

Remote access is the ability to utilized on-campus resources from an off-campus location. Examples of these systems are the Banner ERP Platform, and on-campus file shares such as the L Drive.

**Scope:**

Any device owned by Lawson State Community College that is used off-campus for the purpose of accessing resources restricted to on-campus usage. The need for employees to access on-campus resources is needed to maintain efficient business operations. This policy applies to any employee who requests remote access.

Policy 1.0 – General Information

* 1. Remote Access to Lawson State Resources is provided through a Virtual Private Network (VPN) connection.
	2. VPN Connections will only be installed on Lawson State owned mobile devices. The installation of the Lawson State VPN software by any individual not authorized by the Lawson State MIS Department is strictly prohibited.
	3. Lawson State VPN Connectivity will be protected behind a Multi-Factor Authentication process.

Policy 2.0 – Eligible Employees

2.1 Employees can only be granted VPN privileges if their role at the college requires access to on-campus resources.

2.2 Employees who believe they require VPN access can request that their supervisor notify the MIS Department of that need. The MIS Department will seek approval from the Vice President for approval.

2.3 All employees who have been determined to need VPN access will be required to complete a cyber-security training assessment as provided by the Lawson State MIS Department.

Policy 4.0 – MIS Auditing

4.1 The Lawson State MIS Department will conduct monthly audits of VPN usage and privileges.

Policy 5.0 – Enforcement

5.1 Staff members found in violation of this policy may be subject to disciplinary action, up to and including termination.