

**REMOTE ACCESS TO SYSTEM NETWORK**

**8.61**

**Purpose**

The purpose of this policy is to define standards for connecting to the Henry County Board of Education network from any internet host. These standards are designed to minimize the potential exposure of the Henry County Board of Education to damages which may result from unauthorized use of Henry County Board of Education resources. Damages include the loss of sensitive or confidential data, intellectual property, damage to public image, or damage to critical Henry County Board of Education internal systems, etc.

**Scope**

This policy applies to all Henry County Board of Education employees, contractors, vendors, and agents where a computer workstation or network capable device is used to connect to the Henry County Board of Education network. This policy applies to all remote access connections to the Henry County Board of Education network including those remote access connections used to do work on behalf of the Henry County Board of Education, 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 capable modems, etc.

**Policy**

It is the responsibility of the Henry County Board of Education employees, contractors, vendors and agents with remote access privileges to the Henry County Board of Education corporate network to ensure that their remote access connection is given the same consideration as the user's on-site connection to the Henry County Board of Education. General access to the Internet for recreational use by immediate household members through the Henry County Board of Education Network on personal computers is not permitted. The Henry County Board of Education employee is responsible to ensure that family members do not violate any Henry County Board of Education policy, do not perform illegal activities, and do not use the network access for outside business interests. The Henry County Board of Education employee bears responsibility for the consequences should the access be misused.

**Requirements**

1. Secure remote access must be strictly controlled. Control will be enforced via one-time password authentication or public/private keys with strong pass-phrases.
2. At no time should any Henry County Board of Education employee provide their login password to anyone, not even family members.
3. Henry County Board of Education employees and contractors with remote access privileges must ensure that their Henry County Board of Education owned or their personal computer or workstation, which is remotely connected to the Henry County Board of Education 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. Henry County Board of Education employees and contractors with remote access privileges to the Henry County Board of Education corporate network must not use non-Henry County Board of Education email accounts (i.e., *Hotmail*, *Yahoo*, *AOL*), or any other external resources to conduct Henry County Board of Education business, thereby ensuring that official business is never confused with personal business.

## CHAPTER 8.00 - AUXILIARY SERVICES

5. Reconfiguration of a home user's equipment for the purpose of split-tunneling or dual homing is not permitted at any time.
6. All hosts that are connected to the Henry County Board of Education internal networks via remote access technologies must use anti-virus software available for their personal computers that has been recommended by the Henry County Technology Operations Department.
7. Personal equipment that is used to connect to the Henry County Board of Education corporate network must meet the requirements of the Henry County Board of Education owned equipment for remote access.
8. Organizations or individuals who wish to implement non-standard remote access solutions to the Henry County Board of Education production network must obtain prior approval from the Henry County Technology Operations Department.

### Enforcement

Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

### Technical Support

Technical support for home users will not be supported after hours. Limited technical support will be provided for home users by the Technology Operations Department during established working hours but will not receive priority over school or government offices.

### Release

Remote access users agree to be bound by this agreement unless written notification is provided to the Henry County Board of Education, Human Resources Department. Non-acceptance of this agreement will deny access for home usage. Users of this agreement also accept to hold harmless agents of Henry County Board of Education and agree to accept remote access "as is" with no warranty for server-ability or usage.

### Term Definitions

- **Remote User** – Individuals or Administrators with proper security credentials that access the Henry County Board of Education network from remote locations via the Internet, using secure protocols (i.e. Home users)
- **Cable Modem** – Cable companies such as AT&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 areas.
- **Challenge Handshake Authentication Protocol (CHAP)** – CHAP is an authentication method that uses a one-way hashing function. DLCID Data Link Connection Identifier (DLCI) is a unique number assigned to a Permanent Virtual Circuit (PVC) end point in a frame relay network, and has local significance only to that channel. Dial-in Modem-A is 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 "modem" for modulator/demodulator.

## CHAPTER 8.00 - AUXILIARY SERVICES

- **Dual Homing** – Dual homing is having concurrent connectivity to more than one network from a computer or network device. Examples include: Being logged into the corporate network via a local Ethernet connection, and dialing into *AOL* or another Internet service provider (ISP); being on a Henry County Board of Education provided remote access home network, and connecting to another network, such as a spouse’s remote access; configuring an ISDN router to dial into the Henry County Board of Education and an ISP, depending on packet destination.
- **Digital Subscriber Line (DSL)** – 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).
- **Frame Relay** – Frame relay is 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.
- **ISDN** – There are two types of Integrated Services Digital Network or ISDN: BRI and PRI. BRI is used for home office remote access. BRI has two “Bearer” channels at 64kbit (aggregate 128kb) and 1 D channel for signaling info.
- **Remote Access** – Remote access is any access to the Henry County Board of Education corporate network through a non-Henry County Board of Education controlled network, device, or medium. Split-tunneling is simultaneous direct remote access to a non-Henry County Board of Education network (such as the Internet, or a home network) from a remote device (PC, PDA, WAP phone, etc.) while connected into the Henry County Board of Education corporate network via a VPN tunnel.
- **Virtual Private Network (VPN)** – VPN is a method for accessing a remote network via “tunneling” through the Internet 6.0 Revision History

### REFERENCE(S):

CODE OF ALABAMA  
16-8-8

### HISTORY:

ADOPTED: JULY 18, 2013  
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