

Title:	Virtual Private Network (VPN) Policy
Status:	Final
Effective Date:	2015-May-01
Last Revised:	2016-Nov-15, Reviewed 2020-Dec-16
Policy Point of Contact:	VP for Enrollment Management and Information Technology
Synopsis:	South Georgia State College policy regarding the use of virtual private networking services.

Policy Statement

Virtual Private Networking (VPN) services are offered by SGSC to provide secure network communication and extend local network access to offsite locations. The purpose of this policy is to provide guidelines for the Remote Access VPN that support the college's policy on Appropriate Use of Information Technology resources.

Requests for VPN access must be submitted by the department head of the office desiring off-campus access with appropriate justification for such access. The VP of EM & IT will review requests and approve those that warrant off-campus access.

Access may be revoked at any time for reasons including non-compliance with security policies, request by the user's supervisor or negative impact on overall network performance attributable to remote connections. Remote access privileges for institution information will be reviewed upon an employee's change of departments.

This policy applies to all SGSC employees, contractors, consultants, temporaries, and other workers, including all personnel affiliated with third parties utilizing VPNs to access the SGSC network.

Standard

Approved SGSC employees and authorized third parties (customers, vendors, etc.) may utilize the benefits of VPNs, which are a "user managed" service. This means that the user is responsible for selecting an Internet Service Provider (ISP), coordinating installation, installing any required software, and paying associated fees.

Additionally,

1. It is the responsibility of employees with VPN privileges to ensure that unauthorized users are not allowed access to SGSC's internal networks.
2. When actively connected to the campus network, VPNs will force all traffic to and from the PC over the VPN tunnel: all other traffic will be dropped.
3. Dual (split) tunneling is NOT permitted; only one network connection is allowed.
4. VPN gateways will be set up and managed by SGSC Information and Instructional Technology.

5. All computers connected to SGSC's internal networks via VPN must use the most up-to-date anti-virus software; VPN access will be set up only on institutionally-supported computers.
6. Only SGSC approved VPN clients may be used.

Enforcement

Violations of IT policies are covered in the Appropriate Use Policy.

Definitions

- VPN: A systems that uses encryption and other security mechanisms to ensure that only authorized users can access the network and that the data cannot be intercepted.
- Remote Access: Any access to of SGSC's network through a non-SGSC-controlled network, device, or medium.
- Split-tunneling: Split-tunneling is when network traffic destined for SGSC is sent to the VPN server and traffic not for SGSC is sent directly to the remote location without passing through the VPN server. This method renders the VPN vulnerable to attack as it is accessible through the public, nonsecure network.
- VPN Client: VPN client is software that is installed on the user's remote workstation that will allow the workstation to connect to the SGSC VPN secure network. Use of this service is appropriate and necessary if you need to access to campus restricted services from an off-campus location.

**South Georgia State College
Request for VPN Access**

Name of individual needing access: _____

Department: _____

Supervisor: _____

Date requested: _____

Type of work to be performed:

Justification for off-campus access:

Signatures:

Individual Requesting VPN Access

Date

Supervisor

Date

VP of EM & IT

Date

NOTE:

By signing this form, the individual requesting VPN access and area Department Head are indicating that they have read, understand and will abide by the SGSC Appropriate Use Policy. The individual requesting access will be notified by the VP of EM & IT if access will be allowed. The Information Technology staff will complete the necessary processes if approved.