

# ADMINISTRATIVE PROCEDURE

## INFORMATION TECHNOLOGY SERVICES REMOTE ACCESS PROCEDURES

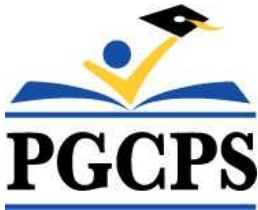
0705

Procedure No.

July 1, 2019

Date

- I. **PURPOSE:** To provide guidance for employees to obtain remote access approval.
- II. **INFORMATION:** Several employees occasionally work past normal work hours depending on the time of year and their responsibilities. A secure access to one of the county's information systems will prevent an employee from traveling to their work location outside of their normal work day. This access requires that an employee connect to the school system's network with Prince George's County Public Schools (PGCPS) equipment using a wired or wireless high-speed internet connection.
- III. **BACKGROUND:** Employees have a need to connect to the school system's network inside the firewall in order to complete work off-site.
- IV. **DEFINITIONS:**
  - A. Remote Access – access to the PGCPS network from an external network outside the school system's firewall.
  - B. VPN Access (Virtual Private Networking) – A connection to the PGCPS network, through a wired or wireless high-speed internet connection using VPN software installed on the school system laptop.
- V. **PROCEDURES:**
  - A. **VPN Access**
    1. VPN access is a service granted to PGCPS employees who have demonstrated a need (e.g. Scheduling).
    2. The Employee will receive an email with directions on downloading the software to their computer.
    3. Once set up is complete, the user should be able to remotely access the PGCPS network. All employees are responsible for wired or wireless high-speed internet connection and equipment maintenance charges.
  - B. **Employee Responsibilities**
    1. VPN Access is a privilege. Any inappropriate use of this access as outlined in Administrative Procedure 0700, Information Technology Services Acceptable Usage Guidelines, will result in immediate



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termination of service.

2. This access is to be used only by the employee for which the request was granted. Sharing this access with any non-authorized person will result in immediate termination of access and may be subject to other disciplinary action.
- VI. **MONITORING AND COMPLIANCE:** IT staff will ensure that only current employees have remote access to the PGPCS network by auditing access regularly. Remote access is monitored in the same manner as direct access to the PGPCS network, so employees must adhere to Administrative Procedure 0700, Information Technology Services Acceptable Usage Guidelines.
- VII. **RELATED PROCEDURES:** Administrative Procedure 0700, Information Technology Services-Acceptable Usage Guidelines.
- VIII. **MAINTENANCE AND UPDATE OF THESE PROCEDURES:** This Administrative Procedure originates with the Division of Information Technology and will be updated as needed.
- IX. **CANCELLATIONS AND SUPERSEDURES:** This procedure cancels and supersedes the version dated August 1, 2006.
- X. **EFFECTIVE DATE:** July 1, 2019

Distribution: All Employees