

ISD 1 - REMOTE ACCESS VPN ACCEPTABLE USE POLICY

I. PURPOSE

The purpose of this policy is to provide guidelines for Remote Access Virtual Private Network (VPN) connections to the Aitkin Public Schools private network.

II. DEFINITION

A Virtual Private Network (VPN) is a secured private network connection built on top of a public network, such as the internet. It enables users to send and receive data across shared or public networks as if their computing devices were directly connected to the private network, and thus are benefiting from the functionality, security and management policies of the private network. A VPN is created by establishing a virtual point-to-point connection through the use of dedicated connections, virtual tunneling protocols, or traffic encryption.

III. SCOPE

This policy applies to all Aitkin Public Schools faculty and staff utilizing a VPN to access the Aitkin Public Schools private network. This policy applies to implementations of VPN that allow direct access to the Aitkin Public Schools private network.

IV. POLICY

Approved Aitkin Public Schools faculty and staff may utilize the benefits of a VPN, which is a "user-managed" service. This means that the user is responsible for selecting an Internet Service Provider (ISP), coordinating installation, and installing the required software.

V. IMPLEMENTATION

- 1. VPN access is an IPSec only resource. Other protocols are not supported.
- 2. It is the responsibility of the employee with VPN privilege to ensure that unauthorized users are not allowed access to the Aitkin Public Schools private network
- 3. VPN access is controlled using ID and password authentication. For faculty and staff, the ID is their Active Directory User ID and Password.
- 4. All traffic destined for Aitkin Public Schools private networks is logged and associated with the connected user.
- 5. Only traffic destined for Aitkin Public Schools networks will travel across the VPN tunnel, all other traffic will go through the user's ISP.
- 6. VPN users may be automatically disconnected from the Aitkin Public Schools private network after a predetermined amount of inactivity. The user can immediately logon again to reconnect to the Aitkin Public Schools private network
- 7. Users of this service are responsible for the procurement and cost associated with acquiring basic internet.
- 8. The ISD 1 Tech Department is managing the VPN service and the service will be

supported during school days 8 a.m. - 4 p.m.

- 9. If a problem is encountered, please report it to the HelpDesk <https://helpdesk.isd1.org> with the following information available:
 - Active Directory Login ID
 - Date and time of problem
 - Any error messages

VI. ENFORCEMENT

This policy regulates the use of all VPN services to the ISD 1 network and users must comply with the Computer Use Regulations. To maintain security, VPN services will be terminated immediately if any suspicious activity is found. Service may also be disabled until the issue has been identified and resolved. Any Aitkin Public Schools employee found to have intentionally violated the **ISD 1 - Remote Access VPN Acceptable Use Policy** will be subject to loss of VPN privileges.

By choosing to use the Aitkin Public Schools VPN, you hereby agree to all terms and conditions per Policy 716.

Printed Name

Signature

Date

Title & Location

Source: Aitkin Independent School District No. 0001, Aitkin, MN

Reviewed: 3-21-16

Approved: 4-18-16