

Subject: Remote Network Access Policy Effective Date: February 26, 2003
Responsible Office: Department of Information Technology

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INTRODUCTION

Remote network access is provided to NJCU faculty and staff who find themselves conducting university work from a remote location, such as home or when traveling. Remote access to the NJCU data network is also provided to consultants and contractors, as needed. Personal devices used to access the University's network is considered an extension of the campus network.

PURPOSE

NJCU provides remote network access so that authorized personnel have access to network services from off campus. The policy, procedures, and guidelines provided in this document were developed to minimize risk associated with this activity. It is, therefore, very important that members of the university who are granted remote access privileges follow these regulations.

SCOPE

This policy applies to all NJCU employees, contractors, consultants, and temporary hires that request and are granted remote network access.

DEFINITIONS

Remote network access involves setting up a *virtual private network* (VPN) connection between the remote computer using VPN client software and a special gateway router that allows access to the university network over the Internet. This requires a high-speed connection to the Internet via an Internet Service Provider (ISP). Access is granted to users by login, using an account name and password combination. When actively connected to the NJCU network, all traffic to and from the remotely attached PC is through the VPN secure tunnel, including Internet browsing.

VPN client software provides an encrypted connection between an individual's personal computer and a private network, so activity over this connection is secure and private. By utilizing the public Internet for data transport, VPN provides a secure solution to remote access or connectivity. In effect, this allows members of the University community to access NJCU network resources as if they were on campus.

POLICY

Administrators, IT staff, faculty and authorized contractors are permitted remote network access through VPN client software wi

