Remote Access Policy

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

2.0 Scope
This policy applies to all Fuqua faculty, employees, contractors, vendors and agents (hereafter noted as "affiliates") with a Fuqua-owned or personally-owned computer or workstation used to connect to the Fuqua network. This policy applies to remote access connections used to do work on behalf of Fuqua, 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 cable modems, etc.

3.0 Policy
3.1 General
1. It is the responsibility of Fuqua affiliates with remote access privileges to Fuqua's corporate network to ensure that their remote access connection is given the same consideration as the user's on-site connection to Fuqua.
2. General access to the Internet for recreational use by immediate household members through the Fuqua Network on personal computers is permitted for affiliates. The Fuqua affiliate is responsible to ensure the family member does not violate any Fuqua policies, does not perform illegal activities, and does not use the access for outside business interests. The Fuqua affiliate bears responsibility for the consequences should the access be misused.
3. Please review the following policies for details of protecting information when accessing the Fuqua network via remote access methods, and acceptable use of Fuqua's network:
    a. Acceptable Encryption Policy
    b. Virtual Private Network (VPN) Policy
    c. Wireless Communications Policy
    d. Acceptable Use Policy

3.2 Requirements
1. Secure remote access must be strictly controlled. Control will be enforced via the OIT maintained Duke VPN portal. For information on creating a strong pass-phrase see the Password Policy.
2. At no time should any Fuqua employee provide their login or email password to anyone, not even family members.
3. Fuqua employees and contractors with remote access privileges must ensure that their Fuqua-owned or personal computer or workstation, which is remotely connected to Fuqua's 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. Fuqua employees and contractors with remote access privileges to Fuqua's corporate network must not use non-Fuqua email accounts (i.e., Hotmail, Yahoo, AOL), or other external resources to conduct Fuqua business, thereby ensuring that official business is never confused with personal business.
5. All hosts that are connected to Fuqua internal networks via remote access technologies must use the most up-to-date anti-virus software. This includes personal computers.
6. Personal equipment that is used to connect to Fuqua's networks must meet the requirements of Fuqua-owned equipment for remote access.

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

5.0 Definitions

Term	Definition
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 communities.
Dial-in Modem	A 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.
DSL	Digital Subscriber Line (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	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 flavors 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	Any access to Fuqua's corporate network through a non-Fuqua controlled network, device, or medium.

6.0 Revision History

Date	Who made the revision	Change made
2012-01-23	Fuqua Infrastructure	Initial issue

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