

Remote Access Policy

Effective Date: 03/01/2009
Last Revised: 07/21/2015
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Audience

Moody Bible Institute employees, students, contractors, vendors and agents with a Moody Bible Institute-owned or personally-owned computer or workstation used to connect to the Moody Bible Institute network. This policy applies to remote access connections used to do work on behalf of Moody Bible Institute, including reading or sending email and viewing intranet web resources.

Policy

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

General

1. It is the responsibility of Moody Bible Institute employees, students, contractors, vendors and agents with remote access privileges to Moody Bible Institute's corporate network to ensure that their remote access connection is given the same consideration as the user's on-site connection to Moody Bible Institute.
2. General access to the Internet for recreational use by immediate household members through the Moody Bible Institute Network on personal computers is not permitted. The Moody Bible Institute employee bears responsibility for the consequences should the access be misused.
3. Please review the following policies for details of protecting information when accessing the corporate network via remote access methods, and acceptable use of Moody Bible Institute's network:
 - a. *Virtual Private Network (VPN) Policy*
 - b. *MBI Computer Use Policy*

Requirements

1. Secure remote access must be strictly controlled. Control will be enforced via SSL VPN access and strong passwords. For information on creating a strong password see the Password Policy.
2. At no time should any Moody Bible Institute employee provide their login or email password to anyone, not even family members.
3. Moody Bible Institute employees and contractors with remote access privileges must ensure that their Moody Bible Institute-owned or personal computer or workstation, which is remotely connected to Moody Bible Institute'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. Moody Bible Institute employees and contractors with remote access privileges to Moody Bible Institute's corporate network must not use non-Moody Bible Institute email accounts (i.e., Hotmail, Yahoo, AOL), or other external resources to

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conduct Moody Bible Institute business, thereby ensuring that official business is never confused with personal business.

5. Reconfiguration of a home user's equipment for the purpose of split-tunneling or dual homing is not permitted at any time.
6. Information Technology Services must approve security configurations for access to hardware.
7. All hosts that are connected to Moody Bible Institute internal networks via remote access technologies must use the most up-to-date anti-virus software, this includes personal computers. Third party connections must comply with requirements as stated in the *Third Party Agreement*.
8. Personal equipment that is used to connect to Moody Bible Institute's networks must meet the requirements of Moody Bible Institute-owned equipment for remote access.
9. Organizations or individuals who wish to implement non-standard Remote Access solutions to the Moody Bible Institute production network must obtain prior approval from Information Technology Services.

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

Definitions

n/a

Procedures

n/a

Documents

n/a

Contacts

If you have questions or concerns about the execution of this policy, you may contact the Information Technology Services Support Center at 312.329.4067 or ITS@moody.edu for assistance.

If you have questions about the policy, you may email ITSpolicy@moody.edu for assistance.

Related

- n/a