Virtual Private Network (VPN) Policy

1.0 Purpose
The purpose of this policy is to provide guidelines for Remote Access IPSec or L2TP Virtual Private Network (VPN) connections to the New Mexico Tech (NMT) Administrative and/or external/internal networks.

2.0 Scope
This policy applies to all NM Tech employees, contractors, consultants, temporaries, and other workers including all personnel affiliated with third parties utilizing VPNs to access the NMT network.

3.0 Policy
Approved NMT employees and authorized third parties (customers, vendors, etc.) may utilize the benefits of VPNs, which are a "user managed" service. This means that the user is responsible for selecting an Internet Service Provider (ISP), coordinating installation, installing any required software, and paying associated fees.

Users will ensure that there is no unauthorized access to NMT networks through the VPN. All computers connected to NMT networks via VPN or any other technology must use an up-to-date anti-virus software package. All computers connected to NMT networks via VPN or any other technology must use a correctly configured personal firewall software package. Users of computers that are not NMT's owned/provided equipment must configure the systems to comply with NMT's VPN and Network policies. Only NMT approved VPN clients may be used. By using VPN technology with personal equipment, users must understand that their machines are a de facto extension of NM Tech's network, and as such are subject to the same rules and regulations that apply to NMT-owned equipment, i.e., their machines must be configured to comply with NMT Security Policies and will be used in compliance with State Law and NMT's policies.

Users will follow the VPN instructions provided by NMT ITC .

4.0 Enforcement
Any user found to have violated this policy or the instructions provided may be subject to immediate disconnection from the network and an indefinite ban from the system.

5.0 Scope of Services
A scope of services must be filled out and signed by both sides.   This will allow both sides to know what services are required and deemed normal.

5.1 Scope of Services

Please check all that apply

[ ]   Access to Banner Databases/Servers [ ] Production Data, [ ] Non-Production Data

[ ]   Access to Banner support Services/Servers _____

[ ]   Access to Non-Banner / Servers (SharePoint, etc)

[ ]   Access to networking services (File/Printer sharing, etc)

[ ]   Other: _____

_____

_____

_____

_____

[ ]   These services may be used for demonstration purposes at other sites for purposes not directly related to NMT or its affiliates:

Authorized   _____
NM Tech Representative: Signature   Date

                                    _____
                                    Printed Name

Please give a brief statement on why this access is required:

_____

_____

_____

_____

_____

_____

5.2 Expiration date of VPN Client Access. (required) _____

VPN Client Requestor   _____
                                   Signature   Date

                                   _____
                                   Printed Name

Authorized   _____
NM Tech Representative: Signature   Date

                                   _____
                                   Printed Name

Authorized   _____
ITC Representative: Signature   Date

                                   _____
                                   Printed Name