

**PENNSYLVANIA COLLEGE OF HEALTH SCIENCES
ADMINISTRATIVE POLICY STATEMENT**

Policy# IS-03

Name: Remote Access

Page 1 of 4

Purpose:

Pennsylvania College of Health Sciences will provide remote access to authorized users to conduct College business from outside the PA College network.

Definitions:

Floating desktop: Desktops randomly assigned for the sole purpose of remote access. Users will not be granted access to their physical desktop unless currently assigned an individual virtual desktop

Personally identifiable information (PII): Information that can be used on its own or with other information to identify, contact or locate a single person, or to identify an individual in context

Remote Access: The ability to remotely connect to PA College network resources while not physically located at a PA College location

Virtual Desktop: A desktop stored virtually in the PA College data center

VM Horizon View: Software installed on a compatible device to access a PA College desktop

Policy

1. Any user requiring remote access to PA College network resources will be required to submit a signed remote access request form.
2. Approved users will be granted remote access within 5 business days of submitting a completed remote access request form to the PA College Help Desk.
3. Users will be required to install VM Horizon View on their personal device in order to connect to a virtual desktop.
4. PA College IT staff will not provide technical support regarding a users personal internet connections, devices or other issues preventing the user from connecting to PA College systems remotely. PA College IT staff will only assist with issues that are identified as being on the responsibility of the PA College IT department.
5. Users will be responsible for installing and maintaining appropriate up-to-date anti-virus software on their machines to protect unauthorized access to the PA College system.
6. Users agree not to download and install PA College remote access software on machines not under their ownership and control such as public kiosks, hotel computers, friend's computers.
7. User agree not to download, upload or in any way transfer confidential or sensitive information such as financial data, student information, college documents or other PII data between their PA College workstation and their personal device.

**PENNSYLVANIA COLLEGE OF HEALTH SCIENCES
ADMINISTRATIVE POLICY STATEMENT**

Policy# IS-03	Name: Remote Access	Page 2 of 4
----------------------	----------------------------	--------------------

-
8. Users will not allow non-PA College individuals to use the PA College remote access system.
 9. Access to remote access will be removed immediately upon termination of employment from PA College in accordance with the IS Acceptable Use Policy.
 10. Any employee found to violate, abuse or misuse PA College systems will have their access disabled and removal of the privilege to access the system remotely.
 11. Any changes to this policy will be made in written by the Director of Information Services, Vice President of Finance, and/or the President of the College.

**PENNSYLVANIA COLLEGE OF HEALTH SCIENCES
ADMINISTRATIVE POLICY STATEMENT**

Policy# IS-03	Name: Remote Access	Page 3 of 4
----------------------	----------------------------	--------------------

Attachment A

Request for Remote Access

The purpose of Remote Access is to allow you to conduct PA College business while outside the PA College network. Use of PA College remote access is subject to guidelines in this policy, as well as other PA College policies, procedures, and guidelines.

You must take extra precautions when accessing PA College data remotely. This includes:

- Running up-to-date antivirus software on your personal device.
- Removing downloaded documents from your device, printer, or fax.
- Never downloading documents to devices not under your control.
- Never permitting unauthorized personnel, including family members, to read downloaded or printed PA College sensitive/confidential data.

LIMITATION OF LIABILITY PA COLLEGE SHALL NOT BE RESPONSIBLE FOR ANY LOSS, DAMAGE OR INJURY TO YOUR COMPUTER OR OTHER EQUIPMENT ARISING FROM ANY ACTIONS TAKEN BY YOU IN ATTEMPTING TO ACCESS THE PA COLLEGE NETWORK REMOTELY, OR FOR ANY DIRECT, INDIRECT, SPECIAL, INCIDENTAL, EXEMPLARY OR CONSEQUENTIAL DAMAGES ARISING FROM OR RELATED TO YOU OR YOUR COMPUTER EQUIPMENT'S ABILITY OR INABILITY TO ACCESS THE PA COLLEGE NETWORK.

NOTE: THIS POLICY IS A SUPPLEMENT TO OTHER SIGNED PA College AGREEMENTS, INCLUDING IS ACCEPTABLE USE POLICY, AND DOES NOT REPLACE USER RESPONSIBILITY AS OUTLINED IN THOSE AGREEMENTS.

By signing this document, you acknowledge having read this policy and agree to abide by its contents.

Printed Name: _____ Phone: _____

Department/Office/Entity Name: _____

Signature: _____ Date: _____

Approval of PA College Manager/Supervisor/Director/Vice President

Printed Name: _____ Phone: _____

Signature: _____ Date: _____

**PENNSYLVANIA COLLEGE OF HEALTH SCIENCES
ADMINISTRATIVE POLICY STATEMENT**

Policy# IS-03	Name: Remote Access	Page 4 of 4
----------------------	----------------------------	--------------------

For NON-EXEMPT Employees:

A. State the following:

1. Rationale for requiring remote access:

2. Impact on business operations should remote access not be granted:

3. Specific time period during which remote access is to be enabled:

4. Options to remote access that could provide the same operational result:

5. Method for insuring that all time worked is recorded in the employees time record

B. Secure authorization from the Director of Human Resources.

Printed Name: _____ Phone: _____

Signature: _____ Date: _____

Return this form via interoffice mail or electronically to Director of IT. Instructions will be provided to you after your signed form is processed.