

**East Georgia College
Computer Services Department
Remote (Off-campus) Network Access Policy**

Scope of Policy

Remote (off-campus) access to IT services at East Georgia College is provided via a VPN (virtual private network) secured connection. The VPN provides a secure mechanism for EGC faculty and staff who need to remotely access EGC IT resources (i.e. office computer) via an off-campus connection. This policy outlines guidelines relating to utilizing the EGC remote network access.

Guidelines of Policy

1. Faculty and staff wishing to utilize the VPN remote access service must first contact the EGC Computer Services Department so that necessary account configurations may be made.
2. Faculty and staff utilizing the remote VPN access must not disclose their VPN account credentials with others (including other faculty and staff).
3. Instructions for accessing the EGC VPN are available on the EGC intranet web site, wwi.ega.edu. For additional information / questions, please contact the EGC computer services department.
4. When utilizing the VPN access, faculty and staff must adhere to the *East Georgia College Campus Computer and Network Usage Policy* and *Acceptable Use Policy*.
5. Faculty and staff should refer to the *East Georgia College Information Technology Support Services Policy* for additional information regarding the Computer Services Department's responsibility in providing support for personally owned IT equipment (i.e., PC, PDA, notebook, laptop).
6. Remote VPN access will be terminated for any EGC faculty or staff member who has violated the account credentials guideline (Guideline 2) in this policy and/or Guideline 4 in this policy, which relates to the EGC acceptable network usage policy.