



ARCHDIOCESE OF BALTIMORE

DEPARTMENT OF MANAGEMENT SERVICES
DIVISION OF INFORMATION TECHNOLOGY

Virtual Private Network (VPN) Policy

1.0 Purpose

The purpose of the Virtual Private Network (VPN) Policy is to provide guidelines for Remote Access IPSec or PPTP Virtual Private Network (VPN) connections to the Archdiocese of Baltimore network.

1.1 Applicability

This policy applies to all Archdiocese of Baltimore employees, contractors, consultants, temporaries, and other workers utilizing VPNs to access the Archdiocese of Baltimore network.

1.2 Effectivity

This policy is effective immediately upon release.

1.3 Authority

It is the responsibility of the Director of Information Technology to define and interpret this policy and to enforce it within the Archdiocese of Baltimore.

2.0 Glossary:

- 2.1 Business / AOB - The Archdiocese of Baltimore
- 2.2 VPN – Virtual Private Network
- 2.3 ISP - Internet Service Provider

3.0 Policy:

- 3.1 All VPN requests must be made via the AOB IT VPN Access Request Form.
- 3.2 Due to security concerns associated with 24 x 7 data and network access, the employee's supervisor and Executive Director recognizes and approves that VPN access is required to perform the employee's job function.
- 3.3 An AOB employee who requests VPN access must first obtain supervisor and Executive Director approval before submitting the request to the Division of Information Technology.
- 3.4 VPN access will only be granted to employees who already have in their possession an AOB provided laptop. Due to the threat of virus infections and for general security reasons, employees may not utilize their own personal computers for VPN access to the AOB computer network.



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- 3.5** The following guidelines should be used to determine an employee's eligibility to obtain VPN access to the AOB Computer Network:
- 3.5.A** While performing their job function away from the Catholic Center, the employee demonstrates extensive use of network files that are significant in size and quantity or the need for being shared with other AOB users.
 - 3.5.B** OR The employee demonstrates significant use of licensed AOB Network applications while performing their job function away from the Catholic Center.
 - 3.5.C** Only Exempt employees will be granted VPN access.
- 3.6** Approved AOB employees may utilize the benefits of the AOB VPN. It is recommended that users utilize their own ISP as a user-managed service. This means that the user is responsible for selecting an ISP, coordinating installation, installing any required software, and paying associated fees.
- 3.6.A** It is strongly recommended that users utilize broadband 256K Speed or greater ISP service. Dial-up service will not be a practical solution when attempting to download / upload large files or run AOB applications.
 - 3.6.B** VPN access via America Online is not supported due to technological difficulties.
 - 3.6.C** AOB provided ISP service will only be granted and installed on AOB laptop computers. Please refer to the ISP Policy forthcoming.
- 3.7** Additionally, it is the responsibility of employees with VPN privileges to ensure that unauthorized users are not allowed access to the AOB internal network.
- 3.8** When actively connected to the AOB network via a VPN, the AOB VPN will force all traffic to and from the PC over the VPN tunnel: all other traffic will be dropped.
- 3.9** VPN users will be automatically disconnected from the AOB network after thirty minutes of inactivity. The user must then logon again to reconnect to the network. Pings or other artificial network processes are not to be used to keep the connection open.
- 3.10** The AOB VPN is limited to an absolute connection time of 24 hours.
- 3.11** Only AOB Information Technology approved and installed VPN clients may be used.
- 3.12** VPN privileges and AOB granted ISP services are considered 'as needed' accounts. Account activity is monitored, and if a VPN account is not used for a period of six months the account will expire and no longer function. If VPN access is subsequently required, the individual must request a new account as described above.
- 3.13** Access to the Internet is strictly prohibited while connected to the AOB VPN. To gain access to the Internet, a user must first log out of the AOB VPN connection. This policy limits the user and AOB from unwanted Internet security threats.



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- 3.14** Users who have been granted an AOB provided ISP service will be monitored on a regular basis by AOB Information Technology. Users who utilize the ISP for personal Internet browsing and NOT AOB business may have their ISP privileges revoked.
- 3.15** Users should read and follow the AOB Division of Information Technology Computer Use and Internet Policy that is published within the Code of Conduct for Church Personnel of the Archdiocese of Baltimore.

4.0 Enforcement:

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

I have read and understand the AOB – IT VPN Policy.

Print Name: _____ **Signature:** _____

Division: _____ **Department:** _____

Date: _____