



POLICY AND PROCEDURE

TITLE:	Remote Access
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POLICY STATEMENT:

Goodwin University is able to provide remote access tools to employees and consultants which allow connection to the Goodwin University network over the Internet. These tools are designed to minimize Goodwin University's exposure to damages which may result from unauthorized use of Goodwin's resources. Damages include, but are not limited to, the loss of confidential data, intellectual property, damage to public image and damage to critical information and systems. This policy defines guidelines and standards, and states expectations for who is allowed to use the remote access tools. This policy applies to all Goodwin University employees and consultants utilizing remote access to the Goodwin University internal network.

PROCEDURE DETAILS:

- An employee needing remote access must always have written approval from their immediate supervisor unless their job role demands it.
- In the case of consultants, the request must be made through the chain of command of the sponsoring department.
- The tools currently available are LogMeIn and VPN, and needs will determine which tool will be used.
- It is the responsibility of the employee or consultant to ensure that unauthorized users are not allowed to access Goodwin College internal networks. They are responsible for communications from their computers while connected to the Goodwin College internal network.
- Any employees or consultants found to have violated this policy may have their network access privileges temporarily or permanently revoked and additional sanctions may be applied as deemed appropriate.

PUBLISH POLICY STATEMENT (CLICK ON BOX NEXT TO OPTION-SELECT ALL THAT APPLY):

☐ UNIVERSITY CATALOG

☐ STAFF HANDBOOK

☐ FACULTY HANDBOOK

☐ STUDENT HANDBOOK

DEFINITIONS:

NA

EXCLUSIONS:

NA

OFFICES DIRECTLY AFFECTED BY THE POLICY:

Academic Advising; Academic Affairs; AccessAbility Services; Administration; Board of Trustees; Bookstore; Business Services; School of Business, Management and Advanced Manufacturing; Campus Safety & Security; Career Services; Compliance; Continuing Education; Economic & Strategic Development; Enrollment; Facilities; Financial Aid; School of Health and Natural Sciences and Nursing; Human Resources; Information Technology; Institutional Advancement; Institutional Effectiveness; Library; Marketing & Communications; Online Studies; Physical Facilities; Registrar; School of Social and Educational Sciences and General Education; and Student Affairs.

HISTORY:

Created December 2016

Reviewed October 2017

Reviewed April 2018

Revised June 2019

Reviewed September 2019

Updated with new logo January 2020

Revised July 2025

EFFECTIVE DATE:	December 21, 2016
RESPONSIBLE OFFICE (ONLY ONE):	Information Technology
REVIEW DATE:	Annually