



RANDOLPH COUNTY SCHOOL SYSTEM

INFORMATION TECHNOLOGY DEPARTMENT

REMOTE ACCESS PROCEDURES

Remote Access Procedure

1. Overview

Remote access allows a user to connect from outside the Randolph County School System's network. This procedure applies to all Randolph County School System employees, contractors, vendors and agents with a Randolph County School System owned or personally owned computer or workstation used to connect to the Randolph County School System network. This procedure applies to remote access connections used to do work on behalf of the Randolph County School System.

2. Purpose

The purpose of this procedure is to define standards for connecting to the Randolph County School System network from any host. These standards are designed to minimize the potential exposure to the Randolph County School System from damages, which may result from unauthorized use of Randolph County School System resources. Damages include the loss of sensitive or company confidential data, intellectual property, damage to public image, damage to critical the Randolph County School System internal systems, etc. Remote access implementations that are covered by this procedure include, but are not limited to DSL, VPN, and SSH.

3. Procedure

It is the responsibility of the Randolph County School System employees, contractors, vendors and agents with remote access privileges to the Randolph County School System network to ensure that their remote access connection is given the same consideration as the user's on-site connection to the Randolph County School System.

Please review the following procedures to ensure protection of information when accessing the Randolph County School System network via remote access methods, and acceptable use of the Randolph County School System network:

- Encryption Procedures
- Wireless Infrastructure Communication Procedures
- Acceptable Use Policy/Procedure

Requirements

- Secure remote access must be strictly controlled. Control will be enforced via one-time password authentication or public/private keys with strong pass phrases. For information on creating a strong pass phrase see the Password Procedures.
- At no time should any Randolph County School System employee provide his or her login or email password to anyone, not even family members.
- Employees with remote access privileges must ensure that their Randolph County School System owned or personal Randolph County School System computer or workstation, which is remotely connected to the Randolph County School System network, is not connected to any other network at the same time, with the exception of personal networks that are under the complete control of the user.



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- The Randolph County School System's Director of Technology must approve non-standard hardware configurations. Security configurations for access to hardware must also be approved.
- All hosts that are connected to Randolph County School System internal networks via remote access technologies, must use the most up-to-date anti-virus software, this includes personal computers.
- Personal equipment that is used to connect to Randolph County School System networks must meet the requirements of Randolph County School System owned equipment for remote access.
- Organizations or individuals who wish to implement non-standard Remote Access solutions to the Randolph County School System production network must obtain prior approval from the Randolph County School System's Director of Technology.

Password Procedure

1. Overview

Passwords are a critical component of information security. Passwords serve to protect user accounts; however, a poorly constructed password may result in the compromise of individual systems, data, or the entire network. This guideline provides best practices for creating secure passwords.

2. Purpose

The purpose of this procedure is to establish a standard for the creation of strong passwords, the protection of those passwords, and the frequency of change. This procedure applies to all personnel and entities working on behalf of the Randolph County School System, who have or are responsible for any account (or any form of access that supports or requires a password) on any system that resides at or is connected to the Randolph County School System.

3. Procedure

To minimize the possibility of unauthorized access, all passwords should meet or exceed the guidelines for creating strong passwords.

Password Characteristics

Strong passwords

- Contain at least 8 alphanumeric characters
- Contain both upper and lower case letters
- Contain at least one number (for example, 0-9)
- Contain at least one special character (for example, !\$%^&*()_+|~-=\`{}[]:;'<>?,/)

Protection of passwords

- Users must not use the same password for Randolph County School System accounts as for other non-Randolph County School System access (for example, personal email accounts, shopping sites, social media, etc).



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- Where possible, users must not use the same password for various Randolph County School System access needs or user accounts that have system-level privileges granted through group memberships or programs such as FileMaker. IN this case the individual must have a unique password from all other accounts held by that user to access system-level privileges; unless account has 2-factor authentication enabled
- All system-level passwords (for example, root, enable, NT admin, application administration accounts, and so on) must be changed on at least a quarterly basis.
- All user-level passwords (for example, email, web, desktop computer, and so on) must be changed at least annually.
- Password cracking or guessing may be performed on a periodic or random basis by the Director of Technology. If a password is guessed or cracked during one of these scans, the user will be required to change the password.
- Default passwords must be changed during initial setup and configuration.
- Passwords must not be shared with anyone. All passwords are to be treated as sensitive, confidential information.
- Passwords must not be inserted along with the username into email messages or other forms of electronic communication.
- Do not reveal a password on questionnaires or security forms.
- Do not share your Randolph County School System passwords with anyone, including administrative assistants, secretaries, managers, co-workers while on vacation, and family members.
- Do not write passwords down and store them anywhere in your office. Do not store passwords in a file on a computer system or mobile devices (phone, tablet) without encryption.
- Never use the "Remember Password" feature of applications (for example, web browsers)
- Any user suspecting that his/her password may have been compromised must report the incident to their supervisor and change all passwords immediately

Access Control

1. Overview

Access control is the process of authorizing users, groups, and computers to access objects on the network or computer. It is a good practice to assign permissions to groups because it improves system performance when verifying access to an object.

2. Purpose

The purpose for setting access control in the Randolph County School System provides system and application access based upon the least amount of access to data and programs required by the user in accordance with a business need-to-have requirement.



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3. Procedure

This procedure is directed to the Director of Technology who is accountable to ensure proper access is given to individual employees.

- The Randolph County School System shall ensure that user access shall be limited to only those specific access requirements necessary to perform their jobs. Where possible, segregation of duties will be utilized to control authorization access.
- The Randolph County School System shall ensure that user access should be granted and/or terminated upon timely receipt, and management's approval, of a documented access request/termination.
- The Randolph County School System shall ensure that audit and log files are maintained for at least ninety days for all critical security-relevant events such as: invalid logon attempts, changes to the security policy/ configuration, and failed attempts to access objects by unauthorized users, etc.
- The Randolph County School System shall limit IT administrator privileges (operating system, database, and applications) to the Director of Technology and MTC Staff to perform these sensitive duties.