Title – Employee Remote Access Policy

Policy Abstract – Birmingham-Southern College provides for remote computer access to some employees.

Responsible Office – Information Technology, Administration

Official – Anthony Hambey

Contact(s) – Anthony Hambey, 226-4849, ahambey@bsc.edu
Applies To – All employees
Effective Date – 10/1/2012
Revision Dates – 8/31/2021

1. **Introduction/Background –** Official College work will be conducted using provided computer technology. Access to those computers is normally granted in the physical location on campus. However, remote access may be possible as deemed appropriate.

2. **Purpose –** As employees join and separate from the College it is necessary to manage remote access provided in accordance with best practices.

3. **Applicable Regulations** – SACSCOC, Principles of Accreditation 2018

4. **Policy Statement** –
   - Remote access to campus computers is provided through a secure VPN (virtual private network) connection.
   - Remote computer equipment capable of connecting to college systems must be available, including internet service.
   - Access is limited to 50 concurrent users and priority is provided to those regularly using remote access for college business such as for enrollment and fundraising. All other access is deemed as a convenience and will be provided on an as available basis.

5. **Details** –Upon request through the Helpdesk a review of available technology will be conducted by Information Technology staff to determine if access is possible.

6. **Definitions** – SACSCOC is the Southern Association of Colleges and Schools, Commission on Colleges.

7. **References** – SACSCOC, Principles of Accreditation 2018
   https://sacscoc.org/app/uploads/2019/08/2018PrinciplesOfAcreditation.pdf