



## **ITS POLICIES AND GUIDELINES**

CATEGORY: Information Technology, Security,  
Information Access & Management

STATUS: **In Review**

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**POLICY TITLE:** Virtual Private Network Access and Usage Policy

**POLICY PURPOSE:**

The Virtual Private Network (VPN) service allows Truman faculty, staff and students to connect to Truman computer resources from off-campus Internet locations. In order to use this service a robust data network connection is required, in addition to complying with all Truman network access security requirements.

**APPLIES TO:**

- This policy applies to anyone granted access to Truman University data, systems or networks. It includes all Truman faculty, staff, students, contractors, consultants, temporary employees, and all personnel affiliated with third parties utilizing VPN to access the Truman network. This policy applies to implementations of VPN that are directed through IPSec.

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**CONTENTS:**

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**POLICY STATEMENT:**

A VPN is a technique used to create a secure connection from an off-campus computer on the public Internet to computer resources located on the local Truman network. It provides a method for connecting to Truman computer resources as if the user were physically present on campus and directly connected to the Truman computer network.

Usage Responsibilities:

1. It is the responsibility of the VPN user to ensure that unauthorized users are not given access.
2. When using the VPN all network data to and from the remote workstation will use the VPN connection.
3. Dual (split) tunneling is not permitted; only one network connection is allowed.
4. All VPN gateways or concentrators on the Truman network will be installed and managed by ITS.
5. All computers using the VPN must have properly configured and up-to-date anti-virus software.
6. VPN users may be disconnected after 30 minutes of inactivity. Stay-alive network processes are not allowed.
7. All computers using the VPN must be properly configured in order to comply with all Truman IT policies.
8. Only the Truman-approved VPN client may be used. VPN clients are available from the Truman ITS website.
9. By using VPN technology with personal equipment, users acknowledge that their computers are a de facto extension of the Truman network, and as such are subject to the same acceptable use policy that applies to Truman-owned equipment. Therefore these systems must be configured to comply with Truman IT Policies.

**EXCLUSIONS OR SPECIAL CIRCUMSTANCES:**

Any exceptions to this policy must be approved in writing by ITS (see contact information below).

**CONSEQUENCES:**

By failing to abide by this policy or policy procedures, individuals may be subject to sanctions, up to and including the loss of computer or network privileges, disciplinary action, suspension, termination of employment, dismissal from the University, and legal action. Some violations may constitute criminal offenses under local, state, and federal laws. The University will carry out its responsibility to report such violations to the appropriate authorities.

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**CONTACTS:**

**Responsible Executive:** Provost and Vice President for Academic Affairs  
**Responsible Office:** Information Technology Services  
**Contact:** Chief Information Officer  
111 McClain  
660-785-4163

**APPROVED BY:** President, Truman State University

**APPROVED ON:** 2013/XX/XX

**EFFECTIVE ON:** 2013/XX/XX

**REVIEW/CHANGE HISTORY:** 2003/11/24, 2009/11/01, 2011/02/03

**REVIEW CYCLE:** Annual

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**DEFINITIONS:**

- **ITS** – Information Technology Services
- **Intranet**- Assets located on the Truman network such as files, applications, servers, printers, etc.
- **IPSec** – A secure network protocol used for VPN sessions.
- **VPN Gateway/Concentrator** - A device in which VPN connections and sessions are terminated inside the Truman network.
- **Split Tunneling** – Opening more than one VPN session at one time which doubles the bandwidth required.
- **VPN** - Virtual Private Network - Enables data transmissions to travel securely over a public network by tunneling traffic between the origin to the destination in a virtually private sub channel of the network link.
- **Web** – The World Wide Web

**RELATED DOCUMENTS:****KEYWORDS:**