White Earth Nation Information Technology Department

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Document title: White Earth Nation Remote Access Policy

Contact

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PURPOSE

The deployment of Remote Access services will allow WEN users to connect directly to the WEN network through the Internet. In order to allow this connectivity, secure connection issues, performance issues, and bandwidth utilization criteria must be addressed.

POLICY

Authorized WEN users may utilize the benefits of remote access. An existing connection to the Internet is required. While dialup access can utilize a remote access connection, performance is very slow and is not recommended.

Requests must be made to the WEIT Department. Approval will be based on a demonstrated need for remote access. No reasonable request will be refused, but the process is necessary to account for utilization of remote access services. Appeals may be made through the normal channels.

Additionally,

1. Under no circumstances are unauthorized users allowed to view or access resources on the WEN network. It is the responsibility of those with remote access privileges to ensure that unauthorized users are not allowed to access WEN internal networks.
2. When actively connected to the WEN network through a VPN: the VPN will force all traffic to and from the workstation over the VPN tunnel: all other traffic will be dropped.
3. Multiple connections require a lot of bandwidth to operate. Dual (split) tunneling is NOT permitted; only one network connection to one computer is allowed.

4. Users shall not use the remote access for web surfing that does not otherwise require it for access. In other words, when the user has completed accessing the WEN Intranet, they must end the remote access session prior to normal web access. However, it is completely acceptable to use the remote access to access WEN specific resources such as the software, databases, shared drives, or other resources requiring the session to be generated from the WEN IP address range.

5. All computers connected to WEN internal networks via VPN or Teamviewer must use properly configured, up-to-date anti-virus software; this includes all personally owned computers. The WEIT Department can advise and suggest solutions for personal equipment security but the WEIT Department is not responsible for configuring or supplying software for personal equipment and will not provide any financing or licensing for software.

7. At no time can usernames, passwords, security questions for passwords, IP addresses or DNS names for WEN equipment be shared with unauthorized users. In the event an unauthorized user has access to this information the WEIT Department must be notified immediately.

8. WEIT Department reserves the right to configure the VPN to limit connection times to normal business hours or as determined by demonstrated need.

9. Users of computers that are not WEN-owned equipment must configure the equipment to comply with all WERTC remote access and network policies.

10. Only Cisco IPSec VPN client and Teamviewer may be used. Other services and programs for remote access are not allowed unless written permission is provided by the WEN.

11. By using remote access technology with personal equipment, users acknowledge that their machines are a de facto extension of the WEN network, and as such are subject to the same acceptable use policy that applies to WEN-owned equipment. Therefore these systems must be configured to comply with any WEIT Department security policies.

DEFINITIONS

WEIT – White Earth Information Technology

Intranet- Assets located on the WEN network such as files, applications, servers, printers, etc.

IPSec – A secure network protocol used for VPN sessions.

Split Tunneling – Opening more than one VPN session at one time which doubles the bandwidth required.

Teamviewer – Remote Access software that allows access to the WEN network without the need for a VPN account.

Web – The Internet or World Wide Web

Web Surfing – The searching for and accessing of various Internet web sites

VPN - Virtual Private Network

Security

If security is breeched as a result of a violation of this policy, the person guilty of such violation may be subject to disciplinary action. WEIT Department reserves the right to restrict any device or connection that does not comply with this policy.

WEN Remote Access Policy
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White Earth Tribal Council
Employee Attestation of
Policy Understanding and Permission for Remote Access

Date:_____

I_____attest that I will follow the White Earth Nation Remote Access Policy in addition to the rules and regulations of HIPAA and The Privacy Act of 1972 for the security and privacy of information communicated to and from the WERTC network.

I also attest to the following statements (Please Initial):

_____I have read and understand the White Earth Nation Remote Access Policy

_____I have approval from my supervisor to access the WERTC network remotely

Employee Signature: _____

Director/Supervisor Signature: _____

Administrative Review Initial: _____