



# DEPARTMENT OF ADMINISTRATION

## Enterprise Policy

DOIT-04-01-2008

### DIVISION OF INFORMATION TECHNOLOGY

#### VPN Access Policy

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#### 1. Purpose

- a. The purpose of this document is to define the policy that will provide guidelines for utilization of Remote Access Virtual Private Network (VPN) connections to the State of Rhode Island network.

#### 2. Objectives

- a. The objective of this policy is to set guidelines for the use of the VPN (Juniper SSL VPN, and Cisco IP-SEC VPN).

#### 3. Scope

- a. This policy applies to all State of Rhode Island employees, contractors, vendors, and consultants including all personnel affiliated with third parties utilizing VPN to access the State network. Any exceptions to this policy will require approval from the Director of Operations.

#### 4. History

- a. This policy shall supersede all previous "State" Virtual Private Network Access Policies.

#### 5. References

- a. Enterprise Password Security

#### 6. Definitions

- a. **Virtual Private Network (VPN)** provides a secure network connection over the Internet between an individual and a private network. By utilizing the public Internet for data transport, VPN provides a low cost solution to remote access or connectivity. In effect, this allows employees of the state, contractors or consultants access to the State network resources as if they were connected directly to the state network.
  - (i) The VPN connection is established by running special software on the remote computer that communicates with specific hardware located in the State's network. The VPN hardware is assigned a unique Internet address, which is programmed into the remote software. Authentication is controlled by user ID and password.

#### 7. Policy

- a. State employees, contractors, vendors, or consultants may be authorized access through VPN with the approval of the employee's supervisor, the Agency IT Manager, and DoIT management. The authorized user is responsible for providing an Internet connection.
- b. VPN access is provided through Division of Information Technology (DoIT). No other department or agency may implement VPN services without the approval of DoIT.
- c. VPN users are authenticated using a userID and password. These will be assigned by DoIT in accordance with password policy.
- d. VPN users must ensure that unauthorized users do not use their credentials to access the State network.
- e. When actively connected to the State network, all traffic to and from the remotely attached PC is through a VPN tunnel, including Internet browsing. All activity during a VPN session is subject to State of Rhode Island policies, including monitored for compliance.
- f. All computers connected to the State network via VPN must use up-to-date DoIT supported anti-virus software, and must contain operating system security updates. These standards are enforced prior to access.
- g. The VPN concentrator is limited to an absolute connection time of eight (8) hours. Sessions may also terminate due to user inactivity.
- h. The Cisco VPN service has been replaced by SSL VPN. No additional Cisco VPN accounts will be created.

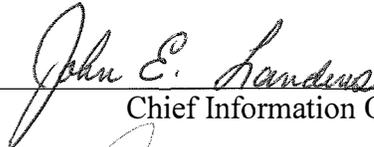
**8. Statement of Consequences**

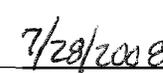
- a. Noncompliance with this policy may constitute a legal risk to the State of Rhode Island, an organizational risk to the State of Rhode Island in terms of potential harm to employees or citizen security, or a security risk to the State of Rhode Island's Network Operations and the user community, and/or a potential personal liability. The presence of unauthorized access in the State network could lead to liability on the part of the State as well as the individuals responsible for obtaining it.

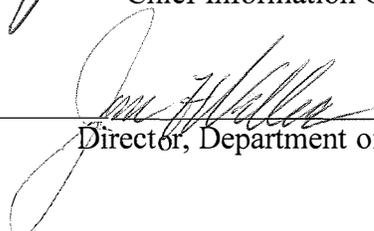
**9. Statement of Enforcement**

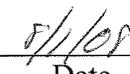
- a. Any Remote Access VPN authorized user found to have violated this policy may be subject to disciplinary action, and loss of VPN privileges.

**10. Signatures**

  
 \_\_\_\_\_  
 Chief Information Officer

  
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 Date

  
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 Director, Department of Administration

  
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 Date