

[LOGO]

Policy Manual

10. Remote Access Policy

Scope

Describe the scope of the policy.

Duration

Confirm whether this policy is Temporary or Permanent.

Effective Date

State the date from when this policy is effective.

Policy

Describe the company policy, for example:

"The purpose of this policy is to ensure that remote access to all IT systems does not result in an unacceptable level of risk to the security of those systems."

1. Describe the types of remote access that is used by the [company] as well as employees, partners, and other individuals who may be authorized for remote access. Determine the level of access that remote users will have.
2. Identify and mitigate risks associated with the transfer of confidential and/or sensitive data to an unsecured device or location. Describe the business needs and IT systems and/or data to which the [company] will grant remote access.
3. Describe how users are responsible for safeguarding password access and other individually assigned passwords necessary for the secure access of information.
4. Describe the actions for users to take when securing remote access sessions, for example, maintain anti-virus software and personal firewall software on any remote access device.
5. Describe the [company]'s procedures for requesting and/or providing remote access for employees, partners and system administrator.
6. Prior to obtaining remote access, users must sign an agreement detailing their responsibilities and obligations regarding the use of remote access and data, systems and applications which they are authorized to access through remote access.

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ISO 9000 Intranets Using Microsoft® FrontPage® , *Physical Education Technology Playbook* Darla M.

Castelli, Leah Fiorentino, 2008 It is widely accepted that the increasing use of technology such as TV and computers has led to a reduction in physical activity. But in *Physical Education Technology Playbook* authors Darla Castelli and Leah Holland Fiorentino show you how to use technology to increase physical activity and enhance learning about health and fitness. This book comes with detailed instructions and examples so you can easily incorporate the described technologies into your teaching. From cover

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