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Maine Maritime Academy
Information Technology Department
Remote Access Policy
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Purpose

This Policy Statement applies to all users of the Maine Maritime Academy ("MMA") network system. Expressly, this policy applies to any person connected to and using any MMA provided network resources, wired or wirelessly, via MMA owned or personally owned equipment. It pertains to all employees, students, contractors, vendors and agents who connect to Maine Maritime Academy's network. This policy is designed to minimize potential exposure from damages which may result from unauthorized use of Maine Maritime Academy resources. Damages include loss of sensitive or company confidential data, intellectual property, damage to public image, damage to internal systems, and unauthorized use of organizational data.

Definitions

For the purposes of this Policy Statement, the following definitions shall apply:

"Remote Access" shall be defined as the accessing of Maine Maritime Academy's network resources through a non Maine Maritime Academy controlled network, device, or medium. It does not include access to systems which are designed to be available remotely (like e-mail, portal services, etc.), but targets those which are generally available only when logged in to a MMA owned computer while on the MMA campus (such as domain controllers, file servers, etc.).

General Policy

It is the policy of Maine Maritime Academy that remote access to MMA's network is limited to appropriate staff, faculty and selected vendors who meet the criteria set by Maine Maritime Academy for access. Most of MMA's systems have appropriate web or client based front ends that provide secure access to the resources needed to teach and take courses, send messages, and communicate with coworkers and others. Exceptions may be made, but will have to meet the following criteria:

1. The request must be submitted via help desk ticket. It should include the name and role of the entity to be granted access, the resources that need to be accessed, the duration of the requested access and the reasons why access is needed.
2. The request must be approved by the Chief Technology officer and Employee's Supervisor within the department making the request.
3. Equipment used by the entity requiring access must meet IT departmental standards for security and interoperability.
4. The entity requiring access must agree to use of methodologies of access prescribed by the IT department.
5. The Chief Technology Officer reserves the right to reject any request for access if it poses a threat to the security and safety of Maine Maritime Academy's data resources.
6. The secure method of accessing the systems and/or data requested must be provided or agreed upon by MMA's IT Department.
7. Remote Access for Faculty and Staff will only be allowed from MMA issued devices.
8. Maine Maritime Academy is not responsible for equipment or connection maintenance of non-Maine Maritime Academy networks or equipment.