ADMINISTRATIVE OFFICE OF COURTS

Virtual Private Network (VPN) Policy

1. Overview

Virtual Private Network (VPN) technologies are an extension of a private network. VPN connections allow remote users to access UJS servers and networked resources over a dedicated private link. Though encrypted, VPN tunnels are not infallible and AOC assumes risk with its VPN clients.

2. Purpose

The purpose of this policy is to establish policy and guidelines for remote access to UJS Information Systems via VPN connections and technologies.

3. Scope

The scope of this policy includes all personnel who utilize VPN technology to access data or network resources that reside on UJS' Information Systems.

4. User Requirements

(a) Employees with VPN privileges are responsible to ensure unauthorized users are not allowed access to UJS internal networks through the use of their VPN.

(b) By utilizing VPN technology, users consent that their machines are a de facto extension of the UJS' network, and as such, are subject to the same rules and regulations that apply to the UJS network.

(c) By utilizing VPN technology, users consent that their actions may be monitored by AOC and UJS and that they do not have an expectation of privacy.

(d) Pings, trace routes, and other network tracing actions are not authorized while utilizing VPN protocols unless specifically authorized by the IT Director.

(e) Users shall not bypass or attempt to bypass any security protocol while utilizing the VPN.

5. Technology Requirements

(a) VPN gateways and accounts shall be managed and maintained by the IT Department.

(b) Users shall be disconnected after 30 minutes of inactivity.

(c) Computers shall meet all security protection requirements; this will be enforced by the Network Access Control (NAC) device. Users of those systems that do not meet minimal requirements shall be given instructions on how to correct the deficiency.

(d) Only approved VPN protocols and technologies approved by IT Security are authorized.

(e) Split tunneling is not authorized.

6. Enforcement

Enforcement shall be through technical and policy implementations. Anyone found not complying with VPN policies shall have their VPN account disabled and VPN privileges revoked.

State of Alabama Unified Judicial System Form IT-01 Rev. 10/09	**VPN ACCOUNT REQUEST**	

Date:_____ **Phone Number:**_____

Last Name:_____ **County:**_____

First Name:_____ **Office/Org:**_____

User Name:_____ **Job Title:**_____

E-Mail:_____ ☐ **New** ☐ **Change** ☐ **Remove**

Hardware: _____ **Operating System:** _____

Justification:

By signing this form, I state that I have read and shall comply with all requirements and guidelines contained within the AOC VPN Policy letter.

_____ Date:_____

Signature

Internal Use Only

Approved By:	**Created By:**	**Date:**