


Stark County Board of Developmental Disabilities

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| Policy 6.07 Guest Access | Effective: 2/24/15 |
| Chapter 6: Information Technology | Page 1 of 3 |

GUEST ACCESS

POLICY

The following policy includes any visitor to the Board wishing to access the network or Internet through the Board's infrastructure, and covers both wired and wireless connections. This scope excludes guests accessing wireless broadband accounts directly through a cellular carrier or third party where the traffic does not traverse the Board's network.

| <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Applies to:</td> <td style="width: 35%; text-align: center;">Yes</td> <td style="width: 35%; text-align: center;">No</td> </tr> <tr> <td>All employees</td> <td style="text-align: center;">X</td> <td></td> </tr> <tr> <td>Non Represented</td> <td></td> <td></td> </tr> <tr> <td>SCEPTA</td> <td></td> <td></td> </tr> <tr> <td>SCDD SSA</td> <td></td> <td></td> </tr> <tr> <td colspan="3">(1) <u>See Current Bargaining Agreement</u></td> </tr> </table> | Applies to: | Yes | No | All employees | X | | Non Represented | | | SCEPTA | | | SCDD SSA | | | (1) <u>See Current Bargaining Agreement</u> | | | <table style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: left; padding: 5px;">Historical Resolution Information</th> </tr> <tr> <td style="width: 50%; padding: 5px;">Date</td> <td style="width: 50%; padding: 5px;">Resolution Number</td> </tr> <tr> <td style="padding: 5px;">10/26/10</td> <td style="padding: 5px;"></td> </tr> <tr> <td style="padding: 5px;">1/24/15</td> <td style="padding: 5px;">01-07-15</td> </tr> </table> | Historical Resolution Information | | Date | Resolution Number | 10/26/10 | | 1/24/15 | 01-07-15 |
|--|-----------------------------|-----|----|---------------|---|--|-----------------|--|--|--------|--|--|----------|--|--|---|--|--|---|-----------------------------------|--|------|-------------------|----------|--|---------|----------|
| Applies to: | Yes | No | | | | | | | | | | | | | | | | | | | | | | | | | |
| All employees | X | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Non Represented | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| SCEPTA | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| SCDD SSA | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| (1) <u>See Current Bargaining Agreement</u> | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Historical Resolution Information | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Date | Resolution Number | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10/26/10 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1/24/15 | 01-07-15 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Superintendent's Signature:  | Reviewer(s): Director of IT | | | | | | | | | | | | | | | | | | | | | | | | | | |

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GUEST ACCESS

PROCEDURE

Granting Guest Access

Guest access will be provided on a case-by-case basis to any person who can demonstrate a reasonable business need to access the network, or access the Internet from the Board network.

AUP Acceptance

Guests must agree to and sign the Board's Acceptable Use Policy (AUP) before being granted access.

Approval

Guest need for access will be evaluated and provided on a case-by-case basis. This should involve management approval if the request is non-standard.

Account Use

The Board may provide a generic guest account that can be re-used by different guests. If these accounts are offered, they are only to be used by guests. Users with network accounts must use their accounts for network access.

Security of Guest Machines

Guests are expected to be responsible for maintaining the security of his or her machine, and to ensure that it is free of viruses, Trojans, malware, etc. The Board reserves the right to inspect the machine if a security problem is suspected, but will not inspect each guest's system prior to accessing the network.

Guest Access Infrastructure Requirements

Best practices dictate that guest access be kept separate, either logically or physically, from the Board network, since guests have typically not undergone the same amount of scrutiny as the Board's employees. At a minimum, guest access must be logically separated from the Board's network via a demilitarized zone (DMZ), firewall, or other access controls. Guest access should be provided prudently and monitored for appropriateness of use.

Restrictions on Guest Access

Guest access will be restricted to the minimum amount necessary. Depending on the guest needing access, this can often be limited to outbound Internet access only. The Board will evaluate the need of each guest and provide further access if there is a business need to do so.

Monitoring of Guest Access

Since guests are not employees of the Board they are not considered trusted users. As such, the Board will monitor guest access to ensure that the Board's interests are protected and the Acceptable Use Policy is being adhered to.

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Applicability of Other Policies

This document is part of the Board's cohesive set of security policies. Other policies may apply to the topics covered in this document and as such the applicable policies should be reviewed as needed.

Enforcement

This policy will be enforced by the IT Manager and/or Executive Team. Violations may result in disciplinary action, which may include suspension, restriction of access, or more severe penalties up to and including termination of employment. Where illegal activities or theft of Board property (physical or intellectual) are suspected, the Board may report such activities to the applicable authorities.

Definitions

Account - A combination of username and password that allows access to computer or network resources.

Guest - A visitor to the Board premises who is not an employee.