



Los Angeles Unified School District

Virtual Private Network Acceptable Usage Policy



TITLE: Acceptable use policy for ITD VPN Services.

NUMBER: BUL-5235.0

ISSUER: Ronald S. Chandler
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ROUTING
ITD - Employees

POLICY: The Information Technology Division (ITD) provides the Virtual Private Network (VPN) to allow authorized users to connect to the District's internal network from outside the District's network. Authorized users may include District employees, contractors, or vendors; the process for obtaining approval is outlined below. Authorization to access the VPN should only be provided to users who may be called to respond in an emergency situation or otherwise require off-site access to services on the LAUSD network to perform duties as directed. *VPN services are not intended for casual use or to allow telecommuting.*

MAJOR CHANGES: This Bulletin replaces Bulletin 1597 dated March 7, 2005. It clarifies policy on VPN account expirations, replaces the old forms, and adds a new requirement for use of two-factor authentication for certain VPN groups.

PROCEDURES: Users of District computers systems, networks, or the Internet must adhere to Bulletin 999 (the Acceptable Use Policy) as well as the guidelines for prohibited services, which are outlined in Attachment B of the K-24 bulletin ("Firewall Policy"). ITD Security will keep completed VPN Request forms on file and will conduct a regular audit of VPN access rights as required. Users and groups no longer requiring access will be removed from operation.

To request a VPN user account, a completed VPN user request form (ITD-SEC-100B) must be submitted to ITD Security and Compliance. The form must be signed by the requestor and then approved and signed by the department's director. The ITD Security Coordinator (or designee) will review the form to ensure it falls within specified parameters.

All VPN accounts expire on June 30 of each year. Requests for contractor accounts must include a contract termination date; if the contract expires before June 30 of the current year, the contractor's VPN account will expire on the same date as the contract.



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If a VPN group does not already exist for the user then the requestor must also complete the VPN Group form (ITD-SEC-100A) and obtain approval using the same procedure as the user request form. The group form must include the host internet protocol (IP) address for each device requiring access, the port number for which access is required, and a justification for access that defines the group's usage, the administrative tasks required, and when those tasks are required to be completed.

Depending on the user's intended security level and the sensitivity of the data to be accessed, some VPN groups will require a two-factor authentication token, providing an additional layer of security. This is determined on a case-by-case basis and is at the discretion of ITD Security and Compliance.

Steps outlined to approve a VPN User and Group:

1. Define the VPN Group access requirements.
 - a. Server IP addresses and names.
 - b. Protocols required for access (example SSH, RDP).
2. Fill out the VPN Request form (attached) with the information from item one.
 - a. Be sure all signature and approval requirements are met.
3. Complete the individual user request form (attached).
 - a. Be sure all signature and approval requirements are met.
4. If the user is a contractor, he or she must have an active LAUSD Single Sign On/E-mail account before requesting a VPN user account. A signed copy of the redisclosure agreement (attached) from Bulletin 1077 ("Information Protection Policy") for the contract must also be attached to the VPN user account submission.
5. The ITD Security Coordinator or designee reviews requests and – upon approval - forwards them to be processed by ITD Network Operations.

Users may not access VPN services by any means other than the VPN client provided by the ITD Network Operations Branch.



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ASSISTANCE: For further information, please call Gashaw Teshome, Coordinator of ITD Security, at (213) 241-0627.

Reference BUL-999: Acceptable Use Policy (AUP) For District Computer Systems

BUL-1077: Information Protection Policy

BUL-K-24: LAUSD Firewall Policy