

**Cincinnati CITY SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURES**

Procedure Name Virtual Private Network Procedure	
Procedure No. 7540-06-01	Eff. Date: 6/1/18
Implements Board Policy(ies) 7540.06 "Virtual Private Network (VPN) Account Request Form/Policy"	Last Reviewed: 6/1/18

1. Background

Describe relevant background to the implementation of the policy.
 In compliance with Board policy 7540.06 "Virtual Private Network (VPN) Account Request Form/Policy", the following administrative procedures have been developed by the ITM Department. These procedures are designed to minimize the potential exposure to CPS from damages which may result from unauthorized use of CPS resources.

2. Responsibilities

Title: Chief Information Officer	
Address: 2651 Burnet Ave	
Phone: 513-363-0341	Cell phone:
<i>Describe responsibilities:</i> <i>To ensure employees and contractors who require access to the CPS network from off-site are utilizing the secure VPN and following security measures listed in the policy.</i>	

3. Action Steps

Describe the action steps relevant to the implementation of the policy.

1. *An employee or contractor who is requesting remote access privileges, completes the VPN Account Request Form, including supervisor approval, and submits to ITM.*
2. *ITM review the request and if approved, creates the VPN access.*
3. *ITM sends the employee/contractor the VPN access instructions.*

4. Equity Considerations

Describe any equity considerations relevant to the implementation of this policy.

5. Related Documents / Forms

Document Title	Description	Last Reviewed
1. VPN Account Request Form	VPN Account Request Form	
2.		
3.		

6. Additional Information

Describe any additional information relevant to the implementation of the policy.