



**Title of Policy:** Remote Access of College Systems Policy

**Policy** (check one) **New**  **Revised**

**Applies to (check all that apply):** **Faculty**  **Staff**   
**Students**  **Division/Department**  **College**

**Topic/Issue:**

Remote access of files and services from BCCC's Computer and Network Systems from an off-site location.

**Background to Issue/Rationale for Policy:**

The purpose of this policy is to ensure the proper use of BCCC's resources including, but not limited to computers, Internet access, electronic files, students' private and personal information, and other electronic documents and communications that is accessed from a remote location. This benefit is extended to eligible employees who have a legitimate need to access pertinent electronic files and services while being away from the college. This policy includes and adheres to portions of the State of Maryland, Teleworking Policy.

**Policy Language:**

It is the policy of BCCC to allow eligible employees access to college systems from a remote location (home) to perform their duties while away from the office. Eligibility will be determined by the employee's supervisor. Authorization from a vice president or executive director must be submitted to the Chief Information Technology Officer.

**Implementation Date:** November 1, 2007

**Originator/Division:** Office of the President, Computer Information  
Technology Services

**Approved by the Board of Trustees: October 29, 2007**