Stark County Board of Developmental Disabilities

GUEST ACCESS

POLICY

The Board provides access to the internet for guests when necessary. Guests must accept and sign (either a paper form or digital signature on a captive portal) the Board's Acceptable Use Policy before being granted access to the guest network.   The Board will monitor the bandwidth usage as not to impact production networks and guest access will be presented as a best effort service.

Internet traffic on this network will be filtered to protect users from malicious web sites and to adhere to the Acceptable Use Policy. This policy is applicable to any visitor wishing to access the Board's network or internet.

Historical Resolution Information	Reviewer(s):
Date **Resolution Number** 1/24/15 01-07-15 3/27/18 03-18-18 4/27/21 04-16-21	Information Technology Manager

Stark County Board of Developmental Disabilities

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.
Applicability of Other Policies

Stark County Board of Developmental Disabilities

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.

Captive Portal – A web page displaying The Boards Acceptable Use Policy that users must click accept on before providing access to the network. It acts as a digital signature for the AUP.

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