



POLICY NO. 208.15

ISSUE DATE: March 13, 1997 REVISION DATE: February 15, 2000	POLICY: Modem Access
REFERENCE:	
APPROVED: /s/ Jerry A. Aspland	

I. Policy Statement

Modem access to and from The California Maritime Academy's (the Academy's) *devices* must be securely configured to protect company information from unauthorized users. Access is only permitted to authorized Academy employees, contractors, or vendors.

II. Principles

No one is allowed to install analog lines, modems or purchased software on any device at the Academy without proper approval from the IS Department. Modem access to any device at the Academy, including dial-in access through Integrated Services Digital Network (ISDN) lines requires approval from the IS Department. Modem access to *network-attached devices* must be via the Academy's *gateway dial-in* authentication mechanism. When downloading files from an outside source (e.g., Internet, CompuServe, etc.), users must scan the files for viruses before use.

III. Deployment

All requests for analog lines, modem installation, or modem access must be submitted to the IS Department. Users must provide the IS Department with proper authorization and personal information when obtaining approval for an analog line, modem installation, or modem access.

The departments will inform the IS Department within a 24-hour period that modem access is no longer needed due to employment status changes, change in business need, etc. The IS Department will ensure the access is removed promptly.

IV. Technical Architecture

All modem access to the Academy will have an authentication mechanism in compliance with Information Systems Security Policy 208.1, *Access to Computer Resources* and Information Systems Security Policy 208.17, *Password Management*.

V. Monitoring

All employees are encouraged to report any unauthorized modem connections or attempts to the IS Department. Periodic testing of the modem environment by the IS Department will be performed to ensure compliance to this policy. Gateway modem access will be logged and retained for at least one year. The IS Department will investigate unusual activity.

VI. Documentation Requirements

The IS Department will retain all modem access request forms. The departments and the individuals responsible are required to keep all the information on the form current with the IS Department.

VII. Definitions

Device: CMA-owned or personally owned computers such as laptop or docked laptop, DEC/VAX, UNIX machine or local area network (LAN) workstation.

Gateway Dial-in Access: Modem dial-in access that is controlled by a centralized authentication mechanism (e.g. Shiva or Defender) which requires additional authentication before access is granted.

Modem Access: Access that includes dial-in and -out modem connection to a device through use of a phone-line allowing data transmission over the phone line.

Network-attached Device: Any device that is connected to a network at the Academy.

VIII. References

Access to Computer Resources, Policy 208.1
Password Management, Policy 208.17