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North Sound Behavioral Health Organization

Section 4000 – Information Systems: Modem Connectivity

Authorizing Source: North Sound BHO

Cancels:

See Also:

Responsible Staff: IS Specialist

Approved by: Executive Director

Signature:

Date: 10/3/2017

POLICY #4008.00

SUBJECT: MODEM CONNECTIVITY

POLICY

Modem connectivity poses a potential security risk and any such usage shall be strictly enforced.

A. Workstations

1. Workstations that have modems installed will not be connected to telephone lines. This is only applicable to older workstations that are still in use where the modem is integrated into the motherboard.
2. For any new workstation that is put into production, the Information Technology (IT) Department will either:
 - i. Purchase the workstation without a modem; or
 - ii. Remove the modem from the workstation, if possible; or
 - iii. Have the modem disabled.

B. Laptops

1. Laptops that have modems can only be connected to analog telephone lines and use dial-up network settings configured by the IT Department. Part of this configuration will include:
 - i. Firewall established and turned on; and
 - ii. Only using North Sound Behavioral Health Organization (North Sound BHO) provided Individual Service Plan (ISP) services.
2. While the laptop is connected to the internal North Sound BHO network, it may not also utilize a modem connection.
3. As a general rule, laptops with modems will not be configured by the IT Department. Any modem connectivity will be on an exception basis where a clearly defined business need exists and other connectivity mechanisms are not available.

C. Servers

1. Select servers shall have modem connectivity for remote administrative purposes.
2. These connections will only be used in emergency situations for remote administrative purposes by the IT Specialist.
3. Any modem connectivity usage shall be logged by the system.
4. Stricter permissions shall be set for server modem connectivity.

D. Applicability

This policy only applies to North Sound BHO owned equipment.

ATTACHMENTS

None