

Effective Date: 6/28/05  
Revised Date:  
Review Date:

## North Sound Mental Health Administration

### Section 4000 – Information Systems: Modem Connectivity

Authorizing Source:  
Cancels:  
See Also:  
Responsible Staff: IS Specialist

Approved by: Executive Director  
Motion #:

Date: 6/28/05

#### **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 IS/IT Department will either:
  - a. Purchase the workstation without a modem, or
  - b. Will remove the modem from the workstation if possible, or
  - c. Will 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 IS/IT Department. Part of this configuration will include:
  - a. Firewall established and turned on
  - b. Only using NSMHA provided ISP services
2. While the laptop is connected to the internal NSMHA network, it may not also utilize a modem connection.
3. As a general rule, laptops with modems will not be configured by the IS/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 IS 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 NSMHA owned equipment.

#### **ATTACHMENTS**

None