

## Sonoma County Office of Education (SCOE)

### Remote Access Guidelines (VPN)

[In the event of SCOE, a district, or a charter school closure related to coronavirus]

1. Complete the Remote Access Authorization Request, and obtain approval signatures. This form can be requested from SCOE IT by emailing [helpdesk@scoe.org](mailto:helpdesk@scoe.org).
2. Access will only be available for a District-owned or SCOE-owned device.
3. Documents, such as time cards, invoices, contracts, etc. must be kept in a secure box or file.
4. Do not take home documents that contain social security numbers, birthdates, highly confidential information, or any information that you normally keep in a secured/locked location.
5. Do not allow family members or friends to help sort documents or perform other job tasks that you perform in the course of your workday.
6. If possible, scan and email documents to yourself to limit the number of documents you take home.
7. All devices that are connected to SCOE's VPN must use the most up-to-date anti-virus software. If you do not have an antivirus solution please contact SCOE IT which can provide an antivirus solution for \$19.20/device/year.
8. For confidentiality of information, remote access should be from your home. For example: Do not access remotely from Starbucks, parks, restaurants, or other places of business where your work could be publicly viewed.
9. Contact the SCOE Help Desk at (707) 524-8324 or [helpdesk@scoe.org](mailto:helpdesk@scoe.org) if you have any questions or issues with connectivity.