

Solihull College Staff Agreement: Remote Access to Network H and Shared Drives

Accessing your H and shared drives remotely

From autumn 2011 authorised staff will be able to access their H: drives and Shared Drives from outside the College. In order to be able to access your network drives from an off-campus location you must request authorisation from your line manager and then forward your request to ICT Services.

Before we grant access we will require you to confirm your agreement to the following by signing this Remote Access Agreement Form and returning this to ICT Services at Blossomfield (B101B) or to the Learning Resources Centre at Woodlands (W212).

- **You understand and agree to the College's current Data Protection Policy (located in College Staff Intranet files) and you understand that access will only be granted if there are no data protection issues in doing so.**
- You must ensure that the computer you are using is a 'trusted' machine, e.g. the computer in your own home. (Public computers, e.g. in Internet cafes, are **not** trusted machines.)
- You must ensure the computer you are using is running anti-virus software.
- You understand that by accessing Shared Drives remotely you have the potential to affect other colleagues' work, e.g. you could accidentally delete shared folders.
- You must ensure that you disconnect from your session when finished to prevent unauthorised access from a shared/family computer.
- You understand that access will be revoked if deemed necessary for the College's security.

Please complete and sign the declaration below, ask your line manager to approve and then submit your completed form to ICT Services, B101B, Blossomfield Campus.

Within 24 hours of receipt of your form and once you have been authorised to use the service this will be confirmed by ICT Services.

I **(PRINTED NAME)** have read
and confirm my agreement to the above terms and conditions of Solihull College's
provision of remote access to network drives.

Signed Date

Line Manager's Approval

Printed Name