

Business Owner:	Organisation Support & Development
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Approved By:	Chief Executive LWETB
Noted by:	LWETB Board
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Longford and Westmeath Education and Training Board

VPN Acceptable Usage Policy

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1. Purpose

The purpose of this policy is to establish guidelines for staff members and associated parties of Longford and Westmeath Education and Training Board (LWETB) in relation to Virtual Private Network (VPN) usage within LWETB. In LWETB's case access to the VPN will allow users to remotely access LWETB network resources.

As with all external access strict control is necessary to protect the information which LWETB holds. Managing and maintaining VPN accounts involves significant administrative effort. It is therefore important that VPN access is strictly controlled, and access is granted only to users who need it for business purposes.

If anything in this policy is unclear or if you have any questions, please contact ICT Support for assistance."

2. Description

VPN access enables users who are working remotely with an internet connection to securely access LWETB resources stored on the internal network. Each user is provided with a unique username and password to log in."

Access to the LWETB network via a VPN connection is subject to the same terms and conditions as the LWETB ICT Acceptable Usage Policy. This policy should be read in conjunction with all related LWETB policies. Failure to comply with the LWETB Acceptable Usage Policy may result in disciplinary action under LWETB Disciplinary Procedures.

3. Definitions

"Must", or the terms "required" or "shall", refer to an absolute requirement of the policy.

"Must not", or the phrase "shall not", refer to statements which are an absolute prohibition of the policy.

"Should", or the adjective "recommended" refers to a statement that should be applied. In certain circumstances, there may exist a valid reason to ignore a particular item. In this case the full implications must be understood and carefully weighed before choosing a different course.

"Should not", or the phrase "not recommended" mean the specified behaviour should not be performed.

There may exist valid reasons in particular circumstances when the particular behaviour is acceptable, but the full implications should be understood, and the case carefully weighed before implementing any behaviour described with this label.

4. Requirements

- Users who work from locations outside LWETB offices with no direct network connection may require VPN access.
- In order to have an account on the VPN users must have authorisation from the Head of ICT. An e-mail must be sent from your manager stating who requires VPN access and giving the business case for same.

- As mentioned above, managing and maintaining VPN accounts involves significant administrative effort. Secondly, VPN access allows access to the LWETB internal network through the internet. Although the VPN has been secured the existence of a large amount of accounts in itself presents a risk. If an unauthorised person gained access to a username and password, they could in turn gain access to the internal network. A smaller number of accounts are easier to maintain and therefore easier to secure.
- Each user who has been granted access to the VPN must have an individual account. This will allow LWETB to track access to the network from the VPN.
- Under no circumstances should your VPN account be used by any other person, or your VPN login details be shared or divulged. If you no longer have a business case for a VPN account, you should notify LWETB ICT Support who will remove the account immediately.
- VPN access will only be allowed in exceptional circumstances where there is a support or business requirement. Dual factor authentication is mandatory for any VPN connection.

5. Policy Review, Approval and Continuous Improvement

This policy has been approved by senior management, who are committed to continually improving the protection of all LWETB Information Assets and the protection of personal data where LWETB is a controller or processor. This document will be reviewed at least every two (2) years by senior management, to ensure alignment to appropriate risk management requirements and best practice for the management of ICT devices and data within LWETB. The date of implementation is the date of Chief Executive approval.

6. Responsibilities

Owner	Responsibilities
Director of Organisational Support & Development	Revisions and updates to the policy
LWETB Management Team	Review of the Policy
All who use or have VPN access to connect with LWETB resources	Responsible for implementation of the policy.

7. Ownership and Approval

OWNER	SIGNATURE
Organisation Support & Development Director	<i>Charlie Mitchell</i> Charlie Mitchell (Jun 9, 2026 19:05:25 GMT+1)
AUTHORISED BY	SIGNATURE
Chief Executive	<i>Siobhan Lynch</i> Siobhan Lynch (Jun 10, 2026 06:13:07 GMT+1)