**Virtual Private Network (VPN) Request Form**

The Virtual Private Network (VPN) service is available to schools that subscribe to the Schools’ Internet Service and provides school ICT staff with the ability to support their infrastructure across the Internet. This is useful where technicians work across more than one school or need access from home.

If your school subscribes to the Schools Internet Service and you would like your IT Technician to use this service, please ask your school Headteacher to complete the details below and submit the form to: [ITServicedesk@suffolk.gov.uk](mailto:ITServicedesk@suffolk.gov.uk)

|  |  |
| --- | --- |
| School name |  |
| Name of the person requiring VPN access |  |
| Name of the person's position/job role |  |
| Reason why the VPN access is required |  |
| Name of Headteacher |  |
| Headteacher signature |  |

By signing and submitting this form, you are agreeing to the following Terms and Conditions:

VPN access to a school network must be approved by the school Headteacher.

The Headteacher understands that once the VPN account has been generated, it will remain enabled until the Headteacher instructs SCC IT to disable it. Suffolk County Council disclaims any and all liability for any associated impact to the school caused as a result of the Headteacher not instructing SCC IT to disable the VPN account.

Access to the Schools Internet Service VPN should be used for work-related purposes only, and under no circumstances should the VPN software and its associated credentials be shared with anyone. Please ensure that your school has an Acceptable Use of ICT Policy that provides school staff with clear guidance on the topic of computer misuse. In the case of any malicious activity, all staff need to know that over and above local disciplinary procedures, action could be taken against them as individuals under GDPR/Data Protection Act (2018) and Computer Misuse Act (1990) or other law.

**For SCC office use only**

|  |  |
| --- | --- |
| Call Reference | Call Reference |
| EA Number | EA number |