

1.0 Purpose

Remote access to the Town of Cortland network is a resource to allow the Town of Cortland and its employees to meet Town goals and objectives.

2.0 Scope

The remote access policy is designed to outline the Town of Cortland's policy and requirements to allow remote access to Town equipment and infrastructure.

Exceptions

Some employees will be unable to participate in the remote access program. Remote access will be provided at the discretion of department managers in conjunction with the IT Department. Remote access is currently limited to exempt employees.

3.0 Policy

3.1 Acceptable Use

Hardware devices, software programs, and network systems purchased and provided by the Town of Cortland for remote access are to be used only for creating, researching, and processing Town-related materials. By using the Town's hardware, software, and network systems you assume personal responsibility for their appropriate use and agree to comply with this policy and other applicable company policies, as well as Town, State, and Federal laws and regulations.

3.2 Equipment and Tools

The Town of Cortland will provide a workstation for remotely accessing the Town's data network. The Town will provide a secure, two-factor authentication method to access the Town's network. Only Town licensed software will be installed on the Town provided computer. Additional software or equipment drivers are not to be installed by the user without express, prior authorization from the IT Department and approval by the user's department manager.

The use of equipment and software provided by the Town for remotely accessing the Town's computer network is limited to authorized persons and for purposes relating to Town business.

3.3 Use of Personal Computers and Equipment

The IT Department will only provide support and maintenance for equipment and software provided by the Town during regular business hours. Personal home computer equipment will not be allowed to remotely access the Town network.

The Town is not responsible for providing an Internet connection for remote access to the Town's network. Remote users are responsible for providing their own broadband Internet connection to the Town's network. The IT Department will not troubleshoot or be responsible for a remote user's poor or slow Internet connection.

4.0 Enforcement

Penalties for violation of the Remote Access Policy will vary depending on the nature and severity of the specific violation. Any employee who violates the Remote Access Policy may be subject to:

- (i) Disciplinary action as described in the Town's personnel handbook including but not limited to reprimand, suspension and/or termination of employment
- (ii) Civil or criminal prosecution under Federal and/or State law

5.0 Definitions

<u>Term</u>	<u>Definition</u>
Workstation	Includes laptops, desktops and authorized equipment accessing the Town of Cortland network.
Network	For the purposes of this policy, the network is defined as all Town of Cortland internal and hosted servers, data, software, and systems

Acknowledgment of Remote Access Policy

This form is used to acknowledge receipt of, and compliance with, the Town of Cortland's Remote Access Policy.

Procedure

Complete the following steps:

1. Read the IT Remote Access Policy.
2. Sign and date in the spaces provided below.
3. Return this page only to the Clerk's Office.

Signature

By signing below, I agree to the following terms:

- (i) I have received and read a copy of the "IT Remote Access Policy" and understand and agree to the same;
- (ii) I understand and agree that any software and hardware devices provided to me by the Town remain the property of the Town of Cortland;
- (iii) I understand and agree I am not to modify, alter, or upgrade any software programs or hardware devices provided to me by the Town without the permission of the Information Technology department;
- (iv) I understand and agree that I shall not copy, duplicate (except for backup purposes as part of my job), or allow anyone else to copy or duplicate any software;
- (v) I understand and agree that, if I leave the Town of Cortland for any reason, I shall immediately return to the Town the original and copies of any and all software, computer materials, or computer equipment that I may have received from the Town that is either in my possession or otherwise directly or indirectly under my control;
- (vi) I understand and agree I must make reasonable efforts to protect all Town of Cortland provided software and hardware devices from theft and physical damage.

Employee Signature

Employee Name

Employee Title

Date

Department