

Wayne County Courthouse Remote Access Policy

The purpose of this policy is to define standards for connecting to Wayne County Courthouse's network from any host. These standards are designed to minimize the potential exposure to Wayne County Courthouse from damages that may result from unauthorized use of Wayne County Courthouse resources. Damages include the loss of sensitive or company confidential data, intellectual property, damage to public image, damage to critical Wayne County Courthouse internal systems, etc.

Scope

This policy applies to all Wayne County Courthouse employees, contractors, vendors and agents with a Wayne County Courthouse-owned or personally owned computer or workstation used to connect to the Wayne County Courthouse network. This policy applies to remote access connections used to do work on behalf of Wayne County Courthouse, including reading or sending email and viewing intranet web resources.

Remote access implementations that are covered by this policy include, but are not limited to, dial-in modems, frame relay, ISDN, DSL, VPN, SSH, and cable modems, etc.

Policy

1. Secure remote access must be strictly controlled. Control will be enforced via one-time password authentication.
2. At no time should any Wayne County Courthouse employee provide login or email passwords to anyone, not even family members.
3. Wayne County Courthouse employees and contractors with remote access privileges must ensure that their Wayne County-owned or personal computer or workstation, which is remotely connected via VPN to the Wayne County Courthouse network, is not connected to any other network at the same time.
4. Wayne County Courthouse employees and contractors with remote access privileges to Wayne County Courthouse's corporate network must not use non-Wayne County Courthouse email accounts (i.e., Hotmail, Yahoo, AOL), or other external resources to conduct Wayne County Courthouse business, unless those e-mail accounts are used for investigative purposes through the District Attorney's office. This ensures that official County business is never confused with personal business.
5. All hosts that are connected to Wayne County Courthouse internal networks via remote access technologies must use the most up-to-date anti-virus.
6. Personal equipment that is used to connect to Wayne County Courthouse's networks must meet the requirements of Wayne County Courthouse-owned equipment for remote access.

I certify that I have read and understand the County's Remote Access Policy.

User Name: (Please print clearly) _____

User signature: _____

Date: _____

Supervisor: _____

Date: _____