



GRAYSON COUNTY INFORMATION TECHNOLOGY COMPUTER SYSTEM REMOTE ACCESS POLICY June 01, 2009

PURPOSE

The purpose of this policy is to provide uniform guidelines for Remote Access to Grayson County computer systems.

SCOPE

This policy applies to all Grayson County employees, contractors, consultants, temporaries, and other workers including all personnel affiliated with third parties utilizing Remote Access to the Grayson County network with non-Grayson County owned equipment. This policy applies to implementations of Remote Access via Virtual Private Network (VPN) and Remote Desktop (RDP). Remote Access is managed by Grayson County Information Technology (GCIT).

POLICY

Grayson County employees and authorized third parties approved to utilize the benefits of VPN and RDP must be aware that they, and not Grayson County, are responsible for their own equipment, selecting an Internet Service Provider (ISP), coordinating installation, installing any required software and paying any associated fees required to permit themselves remote access capabilities.

Your Remote Access account is provided at nominal cost. GCIT is not in a financial position to respond to requests for support and training. Consequently, the responsibility of GCIT is limited to ensuring that your computer account is active and available.

Remote Access requests shall be individually reviewed, approved or disapproved by the Grayson County Information Technology Director and any affected Elected Officials as required. Please use the attached request form.

Upon approval, GCIT will activate, test and issue account information containing the address, port, user name, password and any special instructions that may be required.

Remote Access account holders are responsible for all activity for which that account is used whether by the account holder or another person. Therefore, it is essential that the password on the account be kept confidential.

Use of Grayson County Remote Access resources constitutes consent to having all activities monitored and recorded. Any evidence of unlawful activity, will be turned over to the appropriate law enforcement officials.

FEES

A monthly fee of \$20.00 per user connection, per system for agencies other than Law Enforcement related will be assessed to help defray equipment and maintenance costs. Examples of systems include Law Enforcement, Property Tax, Mapping, etc. This will be in addition to any one-time licensing costs or other agency fees that may be required for special systems access. Checks are to be made out to Grayson County Treasurer, Suite A.2.2, 100 W. Houston, Sherman, Texas 75090.

UNACCEPTABLE & UNAUTHORIZED USE

Unacceptable and unauthorized activities can result in the revocation of the Remote Access account and depending on the severity of violations; filing of civil or criminal complaints. GCIT will cooperate with law enforcement authorities in investigations involving criminal activities for which Grayson County owned equipment is employed.

Remote Access accounts and the accessed information may **NOT** be used:

1. to interfere with the privacy of others.
2. in conjunction with programs (such as copying the password file, password cracking programs or Satan) that are designed to prove, describe or to defeat computer security features of computer systems located at the Institute or elsewhere, or the repeated use of ordinary tools (e.g., ping or finger) in a manner that may probe or describe network topology or computer security features without the express written consent of the Director of Information Technology.
3. to effectuate, or attempt to effectuate, access to any system for which the person is not an authorized user.
4. to decrypt, or attempt to decrypt, scrambled files (e.g., the password file) that are not owned by the user.
5. to use "sniffing" or similar programs so as to gain access to communications or data to which the user is not a party.
6. in a manner that degrades system or network performance (e.g., transmission of software containing a virus, cancelbot, trojan horse, worm or other harmful component or running a program that has no purpose).
7. to alter system configuration files (e.g., autoexec.bat or config.sys).
8. to remove Grayson County owned software.
9. to remove or alter files owned by another user.
10. to upload, post, publish, transmit, or reproduce in any way, information, software or other material which is protected by copyright or other proprietary right, or derivative works with respect thereto, without obtaining the permission of the copyright owner or right-holder.
11. to post or transmit any unlawful or unsolicited message that is threatening, abusive, libelous, obscene, or pornographic, whether in text, audio, or graphic, form, and regardless of whether or not the message was unsolicited.
12. to send unsolicited messages (such as chain letter or electronic junk mail) that may be perceived as harassing, annoying, or obscene.

13. to interfere with or intercept the electronic communications of another user.
14. to obscure or to attempt to obscure the identity and location of a remote connection
15. to physically abuse or misuse Grayson County computing equipment.
16. to engage in activities prohibited by local, state, or federal law.



**GRAYSON COUNTY INFORMATION TECHNOLOGY
REQUEST FOR REMOTE ACCESS
May 01, 2009**

Requestor: _____	Date: _____
FULL NAME: LAST, FIRST MI	

CHECK ALL THAT APPLY & PROVIDE BRIEF PURPOSE FOR REQUEST

<input type="checkbox"/>	Private Individual:	Purpose:	
<input type="checkbox"/>	Employee: ⁽¹⁾	Purpose:	
<input type="checkbox"/>	Contractor:	Purpose:	
<input type="checkbox"/>	Other:	Purpose:	

PLEASE IDENTIFY WHICH SYSTEM(S) OR RESOURCES YOU WISH TO ACCESS:

PLEASE PROVIDE A BRIEF JUSTIFICATION FOR YOUR REQUEST BELOW:

PLEASE LET US KNOW HOW TO CONTACT YOU BELOW:

SIGNATURE

_____ I have read and understand this policy

INITIALS

(1) Requires Written Supervisor Authorization

Mail completed form to:
**Information Technology
100 W. Houston – Suite G1
Sherman, Texas 75090**

Email completed form to:
data@co.grayson.tx.us

Fax completed form to:
903.813.1412