Ravalli County
Information Technology Policy 11
Remote Access
July 2011

<u>This policy does not supersede state or federal laws and acceptable use policies.</u>

SCOPE:

This policy outlines accessing any computer systems that reside inside the County Internet firewall. This policy applies to all County employees and all users wishing to connect to any computer that resides inside the County Internet firewall.

PURPOSE:

The purpose of this policy is to provide requirements and guidance for employees and users of the County computer systems who wish to connect to any County computer from a remote site.

REQUIREMENTS:

1. Users must have the approval of the IT Department for remote access to County computers.

2. IT will provide a secured connection via dedicated internet connection to access County technology resources. Departments are allowed to use this connection for remote access into the County's technology resources.

3. Remote access users are obligated to abide by all computing policies of the County. Access will be granted for legitimate business uses of the County and not for personal use. Access to the County's technology resources by unauthorized remote users will be considered a violation of County policy.

4. Any Internet-based access to a County computer shall be done over an encrypted connection or other encrypted transport medium, with the approval of the IT Department.

DEPARTMENT RESPONSIBILITIES

The Department Head or Elected Official must provide request by form that will be provided by the IT Department for remote access for each employee or user. IT will provide the Department with the procedures to be used so the employee or user can connect remotely to the County network.

Date	Purpose of Revision
June 20th 2011	Adopted – County Commission

REFERENCES - Laws, rules, and applicable policies:

Ravalli County Personnel Policies; Ravalli County IT Policies

SUMMARY OF CHANGES:

Change Date: