RESOLUTION NO. 2014-39

A RESOLUTION BY THE
MASON TRANSIT AUTHORITY BOARD
ADOPTING AN INFORMATION TECHNOLOGY REMOTE ACCESS POLICY

WHEREAS, a need exists to establish and define Mason Transit Authority’s (MTA) remote access to the network from the internet.

NOW THEREFORE BE IT HEREBY RESOLVED by the Mason Transit Authority Board that POL-704 Mason Transit Authority Information Technology Remote Access Policy, attached hereto and incorporated herein, be established and adopted.

Dated this 16th day of December, 2014.

Mike Olsen, Chair
Ginny Beech, Authority Member
Terri Jeffrey, Authority Member
Randy Neatherlin, Authority Member
Cheryl Williams, Authority Member
Deborah Petersen, Vice-Chair
John Campbell, Authority Member
Rick Johnson, Authority Member
Tim Sheldon, Authority Member

APPROVED AS TO CONTENT:
Brad Patterson, General Manager

APPROVED AS TO FORM:
Robert W. Johnson, Legal Counsel

ATTEST: Jeri A. Wood, Clerk of the Board
DATE: 12/16/14
POL-704 INFORMATION TECHNOLOGY REMOTE ACCESS

This policy defines Mason Transit Authority’s (MTA) remote access to the network from the internet.

1. Authorized Users for Remote Access

Remote access users must be current employees of MTA and get approval from both their manager and the Finance/IT manager. Irresponsible use or lack of use for up to 90 days of remote access may result in loss of remote access privileges. Remote access users are not authorized to let others use their remote access username or password at any time for any reason. Either the remote access user’s manager or the Finance/IT Manager can revoke remote access rights at any time for any reason by providing a written memo.

2. Acceptable Use of Remote Access

Remote access users will comply with this and all other MTA policies at all times while accessing MTA’s network. Users will also refrain from viewing restricted or prohibited websites while connected to MTA’s network. All activities done while remotely connected to MTA’s network will be tracked by remote access username.

3. Remote Access to Network Resources

Remote access users will only access network resources that they are normally authorized to access. During non-office hours, IT reserves the right to take remote access services or other network services offline for scheduled or emergency maintenance and will provide advance notice to remote access users if able.

See Also: N/A
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