

**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.

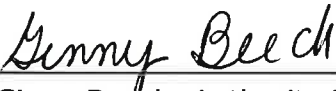
**NOW THEREFORE BE IT HEREBY RESOLVED** by the Mason Transit Authority Board that POL-704 Mason Transit Authority Information Technology Remote Access Policy, attached hereto and incorporated herein, be established and adopted.

**Dated this 16th day of December, 2014.**



Mike Olsen, Chair

Deborah Petersen, Vice-Chair




Ginny Beech, Authority Member



John Campbell, Authority Member



Terri Jeffrey, Authority Member



Rick Johnson, Authority Member



Randy Neatherlin, Authority Member

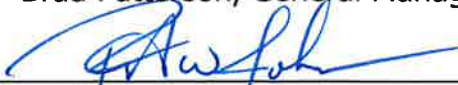
Tim Sheldon, Authority Member

Cheryl Williams, Authority Member

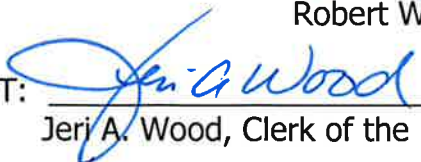
APPROVED AS TO CONTENT:

  
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



<b>Title:</b>	Information Technology Remote Access
<b>Number:</b>	704
<b>Effective:</b>	January 1, 2015
<b>Cancel:</b>	N/A
<b>Prepared by:</b>	Brian Jones, IT Support Technician
<b>Approved by:</b>	Authority Board Resolution No. 2014-39

## **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.