



Title:	Information Technology Remote Access
Number:	704
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Cancels:	N/A
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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 Systems Administrator. Irresponsible 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 at any time for any reason. Either the remote access user's manager or the System Administrator can revoke remote access rights at any time for any reason.

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.

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.