RESOLUTION NO. 2019-05

A RESOLUTION OF THE MASON TRANSIT AUTHORITY BOARD ADOPTING A REVISED INFORMATION TECHNOLOGY REMOTE ACCESS POLICY (POL-704).

WHEREAS, pursuant to Resolution No. 2014-39, Mason Transit Authority adopted an Informational Technology Remote Access Policy establishing and defining the protocols regarding remote access use of MTA's current employees to the network from the internet; and

WHEREAS, since the adoption of that resolution, minor edits and clarifications in the policy will bring the policy current;
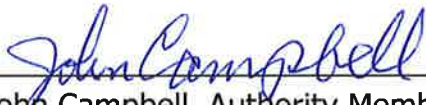
NOW THEREFORE, BE IT RESOLVED BY THE MASON TRANSIT PUBLIC TRANSPORTATION AREA AUTHORITY BOARD that the revised Information Technology Remote Access Use Policy (POL-704), which is attached hereto and incorporated herein, be established and adopted.
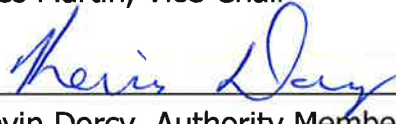
Adopted this 19th day of March, 2019.

Randy Neatherlin, Chair

John Campbell, Authority Member

Sharon Trask, Authority Member

Deborah Petersen, Authority Member

Sandy Tarzwell, Authority Member

Wes Martin, Vice-Chair

Kevin Dorcy, Authority Member
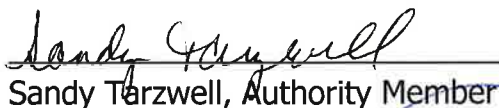
Kevin Shutty, Authority Member

Don Pogreba, Authority Member

APPROVED AS TO CONTENT:

Danette Brannin, General Manager

APPROVED AS TO FORM: _____

Robert W. Johnson, Legal Counsel

ATTEST: _____ DATE: 3/19/19 _____

Tracy Becht, Clerk of the Board

	Title:	Information Technology Remote Access
	Number:	704
	Effective:	January 1, 2015; REVISED March 19, 2019
	Cancels:	N/A
	Prepared by:	Josh Jacobs, Systems Administrator
	Approved by:	Authority Board
		Resolution No. 2014-39;
		Resolution No. 2019-05

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.