

The following form(s) can be filled in on-line, then printed for signatures and mailing or faxing.

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IT Security Standard

REMOTE ACCESS TO CCS NETWORK

INTRODUCTION

This form defines the expectations and requirements for attaching computer equipment to the CCS internal network. This connection may be directly connected to the network or through a wired or wireless device. Non-CCS computer equipment, in the context of this document, is defined as computing, networking, video, and telecommunications equipment not owned by CCS or maintained or managed by CCS technical support personnel or an authorized designee.

The necessity of this standard is to assure the integrity and reliability of the CCS internal networks and the hosts on those networks. This form will be signed by the employee and the division supervisor before any such device is connected and/or any related software is installed on the host computer.

WORKSTATION REQUIREMENTS

CCS owned Computing Equipment

Any CCS district owned device that may be connected to the CCS network will be configured and maintained by the Information Systems Staff. All existing Acceptable Use Policies (AUP's) and procedures will apply to such devices including an updated temporary check out form.

Non-CCS owned Computing Equipment

As a general principle, the "workstation owner" (the person attaching the non-CCS workstation to the CCS network) is responsible for appropriate maintenance of that workstation. This includes, but is not limited to, such things as patches, installation and removal of software, file system backups, administration, compliance with copyright and licensing policies, and security, and other related tasks.

In addition, the workstation owner has the following responsibilities, and must be prepared to certify to CCS technical support staff that these conditions have been met:

1. Antivirus protection is the responsibility of the "workstation owner". Current, high quality antivirus software will be installed and running on the workstation. Weekly, or more frequent, disk virus scans will be performed on each workstation. Antivirus pattern files will be kept current. If you don't have up to date virus protection contact the IT help desk for assistance.
2. Maintenance of the workstation operating system and applications is the responsibility of the workstation owner. The workstation owner is expected to apply all current security- related patches for the OS and applications prior to connecting the workstation and to make any subsequent upgrades and applications in an expedient fashion.
3. If a non-CCS workstation is determined to be compromised in any way or determined to be the cause of problems on any CCS network, CCS technical support staff will define the appropriate remedies.
 - a. This will include disconnection of the offending workstation from any CCS resources immediately, without warning. Best efforts will be made to notify the equipment owner of this solution prior to disconnection.
 - b. This will be a request for a specific cleanup procedure, up to and including a request to reinstall the OS. CCS personnel will not reinstall the OS or any software on a personally-owned workstation.
 - c. If identified issues are not addressed by the workstation owner in a timely fashion, the owner's account(s) will be disabled and network connectivity will be discontinued until the questionable workstation is removed from the network.

4. The workstation owner is expected to review and abide by all applicable copyright and licensing policies. These include, but may not be limited to: CCS's Acceptable Use Policy and Procedures, all software and copyright laws and state and/or federal laws.
5. CCS and its representatives are granted a waiver of liability for any damage to the workstation, its software, or any data stored on it which occurs during the process of connecting, configuring or supporting the computer.

I understand and agree to abide by this procedure and understand that all long-term connections of non-CCS equipment will be reviewed on a yearly basis. I acknowledge that I have received a copy of this form.

Printed name _____

Signature _____ Date _____

Division supervisor approval _____ Date _____

IS director approval _____ Date _____

Device description _____

Access needed (Please check all that apply):

- E-mail Network files HP 3000

Other applications needed/comments:

Type of Internet connection

- Cable DSL Other _____