DeKalb County Government
Information Management Office
200 N. Main Street
Sycamore, IL 60178

Remote Access Policy

This agreement is entered unto between _____, (hereafter "Employee(s)") and the County of DeKalb (hereafter "County"), on the latest date subscribed below.

The parties agree that the County will make available to Employee access to the County's network via a remote access capability configured and maintained by the County's Information Management Office. This access will enable the Employee to connect to the County's network from remote sites. The Employee agrees to utilize the remote access capability in accordance with the instructions given by the County's Information Management Office, and as stated in the terms below.

1. Remote access is strictly made available to Employees with a defined need. The need must be submitted by the Employees Department Head, and whether access is granted will be determined by the Information Management Office Director or designee, and County Administrator or designee. When requesting access, Department Heads are encouraged to strongly consider whether remote access is truly necessary and understand that granting remote access opens up the County network to potential virus threats from home networks, and understand that there is a cost to the County for each individual who is granted access.
2. Employee will not allow any person other than authorized users to use the remote access capability provided by the County. At no time should any Employee provide their login or password to anyone.
3. It is the responsibility of the Employee to log-off and disconnect from the County network when access is no longer needed to perform job responsibilities.
4. While remotely connected to the County, the Employee should never leave their computer unattended.
5. Employee should not utilize computer for non-work-related items while remotely connected to the County.
6. Employee will be locked out of remote access after a limited number of failed logon attempts. At the time of this policy, that is set to 5 failed attempts. Accounts will automatically unlock after a short amount of time. At the time of this policy, that is set to 30 minutes. Employee should not contact a member of the Information Management Office after normal business hours upon locking themselves out, unless it is an urgent situation in which they cannot wait for their account to unlock automatically.
7. Employees are automatically disconnected from the County network when there is no recognized activity for a designated amount of time. At the time of this policy, that is set to 30 minutes of inactivity.
8. Employee may only use remote access through County-owned equipment, or equipment that is approved by the Information Management Office. Personal equipment must include the most up-to-date anti-virus software and run automatic updates. Anti-virus software on personal equipment must be approved by the Information Management Office, and will be at the expense of the Employee.
9. It is not the Information Management Office's responsibility to setup or troubleshoot issues on personal equipment.
10. If County-owned equipment is provided, it must be made available by each individual department. The Information Management Office does not have extra equipment to provide to departments for remote access.
11. Remote access will be granted to Employee during daytime hours. As of the signing of this policy, hours will be limited to weekdays from 7am-7pm but are subject to change. Access outside of those

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hours will only be granted on a limited basis and will require approval of the Information Management Office Director or designee, and County Administrator or designee. Additional access will be limited to departments that work a 24/7, or an on-demand schedule. Hours for the additional access will be determined based on the defined need of the Employee, which should be specified by the Department Head upon making the request.

12. Employee should not be copying any County documents or data to or from the computer used for remote access. Printing will also be restricted. These functions will only be granted on a limited basis and will require approval of the Information Management Office Director or designee, and County Administrator or designee.
13. Remote access will require multi-factor authentication that will require use of a smart phone. The expense of a smart phone is the responsibility of the Employee. If the Employee smart phone is lost or stolen, the Employee must immediately report it to the Information Management Office.
14. Employee will only be granted access to connect and gain access to computers and resources that they have permission and rights to use. This will be configured as such by the Information Management Office.
15. Troubleshooting of internet connectivity for remote access is the primary responsibility of the Employee and their Internet Service Provider. It is not the responsibility of the County to work with Internet Service Providers when troubleshooting problems with internet connectivity.
16. Employee agrees to use remote access capabilities only for purposes in furtherance of their employment with the County.
17. The Information Management Office Director, County Administrator and State's Attorney have the right at any time to terminate remote access for any Employee who is found to be in violation of any of the terms outlined in this policy.
18. Vendors may be granted remote access to the network, provided they have a contract or agreement with DeKalb County which clearly defines the type of remote access needed. Vendor may be required to meet certain conditions, such as anti-virus software protection. This access must be approved by the Department Head of the Vendor needing access, as well as the Information Management Office Director or designee and County Administrator or designee.

The County is not responsible for any loss or damage suffered by the Employee, including but not limited to damage to the Employee's home computer components, or data programs upon which the remote access is accessed. The Employee agrees to hold harmless the County from all damages suffered as a consequence of the use of the remote access provided by the County pursuant to this policy. Employee agrees to all of the terms outlined in this policy:

_____	_____
County of DeKalb, Department Head	Date
_____	_____
Employee	Date
_____	_____
IMO Approval	Date

Revision Date: 02/03/2022
Approved by County Board: 02/17/2022