

United States District Court
District of Connecticut
Remote Access User Agreement

Name: _____ Date: _____

Position: _____ Court Unit: _____

Approving Authority Signature (manager/supervisor): _____

Your Judge or Court Unit Executive has requested a Remote Access Server (RAS) or Virtual Private Network (VPN) account for you (collectively, a “remote access account”). There are serious security risks involved in the possession and use of a remote access account. To safeguard the security of the private network of the United States Courts, and in accordance with the remote access policy stated herein, please review the agreement below. Your remote access account will only be activated upon receipt of the signed and dated form. If you have any questions about this agreement, please contact the IT Department, at (203) 773-2206.

By signing on the indicated spaces, you agree to abide by the following:

1. ANTI-VIRUS SOFTWARE

Computer viruses can plant hidden programs on computers that can delete data, steal passwords, and monitor keystrokes without your knowledge, and can otherwise interfere with the proper and secure operation of the Court’s computer network and equipment. As a result, well-maintained anti-virus software is mandatory while possessing a remote access account.

You understand that anti-virus software must be installed, maintained, and kept current (including the updating of definition files) on any computer that uses the remote access account.

Initials: _____

2. FIREWALL PROTECTION

Computer hackers can scan thousands of computers in seconds, searching for computers to break into, or hack. The installation of a firewall can help protect your computer from unwanted probing and hacking. Firewalls can be installed either as a device connected to your computer, such as a router, or as software, such as ZoneAlarm.

You understand that firewall software or hardware must be installed, maintained, and kept current on any computer that uses the remote access account.

Initials: _____

3. MAINTENANCE

Not all hardware and software is compatible with the remote access system. In particular, older operating systems and hardware may not be compatible with the remote access system; therefore, upgrades to your computer may be required.

You understand that you may be required to upgrade your personal computer's operating system or hardware to maintain remote connectivity to the private network of the United States Courts.

Initials: _____

4. PASSWORDS

Passwords and remote access codes are the first and most basic form of security. Remote access passwords and codes allow access to the entire private network of the United States Courts.

You understand that passwords and access codes must be carefully safeguarded. You will not inform any family members, friends or any other unauthorized person of your username, password, or access code, or otherwise allow any unauthorized person to use or access such username, password, or access code.

Initials: _____

5. ADMINISTRATION

In the course of routine network administration, activity logs are checked. The following appropriate use policy applies to these remote access accounts:

“This system and all network and Internet activities are monitored for maintenance purposes and to protect against unauthorized use. In the course of such monitoring, the activities of authorized users may be monitored and/or recorded by systems personnel. Anyone accessing and using this system expressly consents to system monitoring. If monitoring reveals evidence of unauthorized or criminal activity, systems personnel may provide such evidence to the court and to law enforcement officials.”

You understand that remote access is provided for work-related use. Accordingly, you will abide by the above stated appropriate use policy while using your remote access account. Furthermore, you understand that the remote access administrator may monitor traffic when diagnosing network problems.

Initials: _____

6. EQUIPMENT AND INFORMATION SECURITY

There is a serious, continuing danger that persons who are at the same location as the equipment that you use to access the RAS or VPN will, with innocent intentions or otherwise, be able to view confidential, secret, sensitive, proprietary or other information obtained over the private network of the United States Courts.

You agree that, whenever you are accessing information or data through the RAS or VPN, you will take whatever precautions are necessary to insure that no person without explicit authorization to do so can view or otherwise obtain any such information. To that end, you will insure that such information is never accessible to unauthorized persons through your computer equipment, whether or not you are physically present and alert. This may include assuring that no unauthorized person can view your computer screen when you are using the RAS or VPN; and logging off the RAS or VPN, or shutting down your computer entirely, when you leave your computer for any reason. It is thus your responsibility to assure that no such information is ever available to unauthorized users as a direct or indirect result of your remote access account.

Initials: _____

7. SANCTIONS

You understand that any violation of any of the provisions of this agreement may result in the termination or suspension of your account, or other sanctions up to and including dismissal from employment with the United States Courts.

Initials: _____

8. SUPPORT

Users should contact their Court Unit's Automation Help Desk or the Network Management Facility (NMF) at (800) 326-3008 with any problems related to Remote Access.

Remote Access Account User Certification

I certify that I have read and understand and agree to be bound by the attached entire Remote Access User Agreement. I further certify that I understand that my remote access account may be terminated at any time, with or without cause.

Remote Access Account UserName (Print): _____

Remote Access Account User Signature: _____

Remote Access Account User's Title: _____

Court Unit/Department: _____

Phone Number: _____

Date: _____

Court Unit Certification

I certify that I have the authority to, and hereby do, authorize a remote access account for the above employee. I understand that I am responsible for ensuring that the account is maintained in accordance to the local security policy and that the account will be terminated upon any breach of this agreement by the employee, or when the business need changes or the employee is separated from the judiciary.

Chief Judge/Court Unit Executive Name: Hon. Michael P. Shea/Dinah Milton Kinney

Chief Judge/Court Unit Executive Signature: _____

Authorizing Position Title: Chief Judge/Clerk of Court

Date: _____

Send completed agreement and form via fax or e-mail to:

Information Technology Department
United States District Court, District of CT
141 Church St., New Haven, CT 06510
helpdesk@ctd.uscourts.gov

Date User Added to Security Group: _____ Account Modified By: _____