

California State University, Fresno Association Inc

Remote Access Policy

Remote access is a generic term used to describe the accessing of the California State University, Fresno Association, Inc. (“the Association”) computer network by employees not located at a company office, such as those who travel, those who regularly work from home, or those who work both from the office and from home.

Participation in a remote access program may not be possible for every employee. Remote access is meant to be an alternative method of meeting company needs. The company, in its sole discretion, may refuse to extend remote access privileges to any employee or terminate a remote access arrangement at any time.

Eligibility for remote access to the company’s computer network may be requested by a department Director and/or the Executive Director of the Association. Requests must be submitted in writing, identifying the employee and his/her remote access needs to the MIS Director.

Acceptable Use

Hardware devices, software programs, and network systems purchased and provided by the company for remote access are to be used only for creating, researching, and processing company-related materials in the performance of the employee’s job duties. By using the company’s hardware, software and network systems you assume personal responsibility for their appropriate use and agree to comply with this policy and other applicable company policies, as well as all city, state and federal laws and regulations.

Equipment and Tools

The company may provide tools and equipment for remotely accessing the corporate computer network. This may include computer hardware, software, phone lines, e-mail, voicemail, connectivity to host applications, and other applicable equipment as deemed necessary.

The use of equipment and software provided by the company for remotely accessing the company’s computer network is limited to authorized persons and for purposes relating to company business. The company will provide for repairs to company equipment. When the employee uses her/his own equipment, the employee is responsible for maintenance and repair of equipment.

Use of personal computers and equipment

There are likely thousands of possible interactions between the software needed by the remote user and the average mix of programs on most home computers. Troubleshooting software and hardware conflicts can take hours, and can result in the need for a complete reinstalling of operating systems and application software in order to remedy such problems. For that reason the MIS department will only provide support for equipment and software provided by the company.

The company will bear *no* responsibility for an employee's loss of or damages to personal equipment/information if the installation or use of any necessary software causes system lockups, crashes, or complete or partial data loss. The employee is solely responsible for backing up data on his/her personal machine before beginning any company work. At its discretion, the company will disallow remote access for any employee using a personal home computer that proves incapable, *for any reason*, of: (a) working correctly with the company-provided software, and (b) working with the company-provided software without repeated problems.

Violations and Penalties

Penalties for violation of the Remote Access Policy will vary depending on the nature and severity of the specific violation. Any employee who violates the Remote Access Policy will be subject to:

- Disciplinary action including but not limited to reprimand, suspension and/or termination of employment.
- Civil or criminal prosecution under federal and/or state law

Acknowledgment of Remote Access Policy

This form is used to acknowledge receipt of, and compliance with, the Remote Access Policy of the California State University, Fresno Association, Inc. (“Association”).

Procedure

Complete the following steps:

1. Read the Remote Access Policy.
2. Sign and date in the spaces provided below.
3. Return *this page only* to the Director of MIS.

Signature

By signing below, I agree to the following terms:

- i. I have received and read a copy of the “Remote Access Policy” and understand and agree to the same;
- ii. I understand and agree that any software and hardware devices provided to me by the company remain the property of the Association;
- iii. I understand and agree I am not to modify, alter, or upgrade any software programs or hardware devices provided to me by the organization without the permission of the MIS department;
- iv. I understand and agree that I shall not copy, duplicate (except for backup purposes as part of my job), disseminate or allow anyone else to copy, duplicate or disseminate any software provided to me by the Association;
- v. I understand and agree that if my employment with the Association terminates for any reason, I shall immediately return to the Association the original and copies of any and all software, computer materials, or computer equipment that I may have received from the Association that is either in my possession or otherwise directly or indirectly under my control;
- vi. I understand and agree I must make reasonable efforts to protect all Association-issued software and hardware devices from theft and physical damage;

Employee Signature

Director Approval Signature

Employee Name

Department/Unit

Employee Title

Approval Date

Department / Location

Date