

City of Northampton, Massachusetts
Human Resources Department

Effective Date: 5/13/2014

Virtual Private Network (VPN¹) ACCEPTABLE USE POLICY

The City of Northampton VPN Acceptable Use Policy is in place for security reasons, to protect the City's technology, data assets, and personal identifiable information in our systems. It is also in place for your own protection.

The use of the City of Northampton VPN is only permitted for authorized City of Northampton employees in the performance of city business. All requests, access, usage and connections must be approved by the Management Information Systems Department (MIS) prior to the installation of the VPN software.

When connected to the VPN, treat the system that is making the connection as property of the City of Northampton and as if it were physically located at a City of Northampton department, even if you own the system. When connected to the VPN you are held and bound by the City of Northampton Computer/Internet /Network Use Policy. The policy must be followed as long as your VPN connection is active.

You agree to keep current anti-virus software in your system at all times. You agree the Department of MIS will not repair or troubleshoot personal equipment.

Access to sites normally restricted or any other activity precluded by the City of Northampton policies, are also restricted while connected to the VPN. Accessing adult-content, gambling, and other non-work related websites and activities are prohibited. Such sites are considered a violation of the City of Northampton Computer/Internet /Network Use Policy. Any violations will be reported to the Human Resources Department.

Your system will be subject to monitoring of all internet traffic and related activity while connected via the VPN. All attempts to access information and data while connected to the VPN might be logged.

We reserve the right to terminate active connections or accounts that are deemed to be the root of fraudulent or illicit activity, pose a security risk, or are in violation of this or any associated policy; without notice to the user.

You are responsible for any unauthorized use of the system during your VPN session. You are also liable for any damages and/or disciplinary, legal, financial or other actions that may result from such misuse and/or abuse of the City of Northampton VPN.

Before you sell or replace any system containing the VPN software, please contact the MIS Department so it could be properly removed from the machine. These procedures are for security reasons and your own protection.

By signing below you agree that you have read, understand and abide by the City of Northampton VPN Acceptable Use Policy. You also acknowledge that while connected to the City of Northampton VPN you are bound by City of Northampton Internet/Network Use policy which you have been given a copy, have read and understand.

This policy and associated policies might be updated without notice to the user.

VPN User/Department

VPN Access Purpose

VPN User Signature

Date

MIS
Department Head Approval

Date

For questions or help regarding this policy or the use of the City of Northampton VPN please contact the Management Information Systems Department at 413 587-1235.

Definitions:


¹VPN (Wikipedia definition) – “A **virtual private network (VPN)** extends a private network across a public network, such as the Internet. It enables a computer to send and receive data across shared or public networks as if it were directly connected to the private network, while benefiting from the functionality, security and management policies of the private network...”

A VPN connection across the Internet is similar to a wide area network (WAN) link between the sites. From a user perspective, the extended network resources are accessed in the same way as resources available from the private network...”

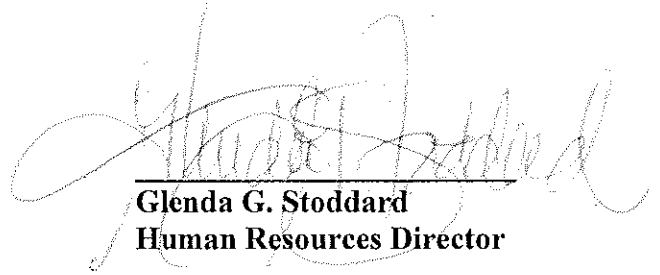
System - in the context of this policy is any computer, mobile or any other electronic device used by you to connect remotely to the City of Northampton networks from locations outside the City’s WAN. The system could have been provided by the City or your own property.

¹ <http://en.wikipedia.org/wiki/VPN>

Approved:

A handwritten signature in black ink, consisting of a large, stylized 'D' followed by 'J. Narkewicz' and a long horizontal line extending to the right.

David J. Narkewicz
Mayor

A handwritten signature in black ink, appearing to read 'Glenda G. Stoddard' with a large, decorative flourish at the end.

Glenda G. Stoddard
Human Resources Director