

Fluvanna County
Computer Remote Network Access User Agreement

(Sign and return this page to the IT Department)

IMPORTANT: Please read all sections below before signing. If you have any questions regarding this Agreement, ask them before signing. In consideration for your remote access to Fluvanna County (“COUNTY”) network and the confidential patient data available thereon, you agree as follows:

1. As a remote access user to the Fluvanna County network, you agree to adhere to all federal, state and local laws and regulations concerning the privacy, security, and confidentiality of COUNTY information. You agree not to use, access or disclose any information in any manner that would result in the COUNTY being in violation of any laws or legal requirements. You agree to access information only as needed to perform the tasks for which access has been granted. You agree that any equipment provided by the COUNTY will be and remain the sole property of the COUNTY.
2. You understand and agree that the COUNTY will be permitted to review and inspect the security precautions available at your place of business, at your home, and wherever you intend to remotely access the COUNTY network to ensure that information is adequately protected. You agree to maintain appropriate updated security and anti-virus software so as to prevent the introduction of any programs that could damage the system or the integrity, privacy or security of the information maintained within the system. You understand that the COUNTY will have no liability for any failure of the systems to work properly or to be operational at any specific time and the COUNTY will have no liability for any inaccuracy of information contained on the system.
3. You agree access to the network can be discontinued at any time at the sole discretion of the COUNTY for any reason, including, but not limited to, breach of federal or state law or regulations or breach of the COUNTY's privacy or security policies. Any employee found to have violated this policy will be subject to disciplinary action, up to and including termination of employment. Any non-COUNTY personnel found to have violated this policy will have their access terminated immediately and will be subject to legal action.
4. You agree not to reveal your access codes, passwords or other information relating to remote access to anyone and you agree not to use, attempt to learn, or disclose another individuals' or entities' access codes or other information necessary for remote access. You agree to access the system only at a location and in a manner such that the privacy and security of the information accessed will be maintained.
5. YOU UNDERSTAND AND AGREE THAT COUNTY MAY MONITOR YOUR ACCESS TO THE SYSTEM IN ORDER TO DETERMINE WHAT INFORMATION IS ACCESSED BY YOU.
6. If you believe that the confidentiality of your access code has been compromised, you agree to notify the COUNTY IT Department immediately to have the code changed and a new code issued. If you have been granted access in connection with employment by the COUNTY, you agree not to access the system at any time following termination of your employment with the COUNTY. If you have been granted access in connection with any other contract or relationship, you agree not to access the system at any time following termination of the relationship for which such access was granted.
7. You agree to sign off of the system after completion of each computer session to prevent unauthorized use of the COUNTY network by any other individual.
8. You agree to print only as absolutely necessary and to properly care for any printed material in a confidential manner including shredding as needed.
9. You agree to indemnify and hold harmless the COUNTY, its employees, agents and representatives from any liability, expenses, losses, and damages, including court costs and reasonable attorney's fees, which may be sustained by the COUNTY as a result of (i) a breach of this agreement by you, your employees, agents or representatives, (ii) any breach of any COUNTY policies, federal or state laws, regulations or legal requirements

by you, your employees, agents or representatives, or (iii) damage to the system in connection with use of the system by you, your employees, agents or representatives.

10. **Wireless Coverage Limits:** If you use any wireless communications network located outside of the COUNTY office's, such as in an employee's home or other worksite, and you connect to the COUNTY internal network, you agree to ensure that the wireless network is secured and has coverage which is limited to the work areas needed for access. The wireless network must provide only the coverage necessary for prudent and sensible use of the network and not inadvertently provide access outside the immediate confines of the area where wireless network connectivity is intended or needed.

I have read, understand and agree to comply with the COUNTY Remote Access Policy. I agree to the terms above and agree to comply with all COUNTY policies relating to remote access, as in effect and amended from time to time. The COUNTY may require review/reaffirmation of this agreement and the policy as determined appropriate by the COUNTY.

Requestor Name	Position	Department
Justification		
Requestor Signature		Date

Recommended? <input type="checkbox"/> Yes <input type="checkbox"/> No	Department Head/Director Signature	Date
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Approved? <input type="checkbox"/> Yes <input type="checkbox"/> No	County Administrator Signature	Date
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