

## Sample Remote Access Agreement Form

A virtual private network or remote desktop connection can be used to enable a user to connect to our Organization network remotely. While connected remotely, whether via an Organization-issued or personally-owned device, the same precautions, security, and discretion should be used as if connecting locally via an Organization-issued asset.

Specifically, I agree to abide by the following rules when accessing the Organization network remotely:

- The access device must use a current operating system with all service packs and updates applied. I understand that approved operating systems include [insert Organization-approved operating systems/service pack versions here].
- The access device must be running reputable and current anti-virus software. This includes a recent scan for malware using an up-to-date anti-virus program. I understand that recommended anti-virus software includes [insert Organization-approved anti-virus vendors/applications here].
- I will not connect via computers or devices I am not familiar with, such as computers in hotel business centers, lobbies, airports, coffee shops, libraries, etc. as these may be compromised via devices such as key loggers.
- I will not connect via unsecured wireless connections, such as found in coffee shops, airports, homes, ballparks, etc.
- I will not write down my Organization account passwords
- I will not store my Organization account passwords within personal email accounts, such as Gmail or Yahoo mail
- I will use the same discretion when remotely browsing the Internet or communicating electronically as I would at the office
- I will lock the access device when left unattended
- I will not allow anyone else to connect to or utilize the Organization network via my account under any circumstance

I agree that I have read and understand the rules stated above and agree to abide by them when connecting to the Organization network remotely, whether via a personal device or Organization asset.

X \_\_\_\_\_ Employee's name (printed)  
X \_\_\_\_\_ Employee signature  
X \_\_\_\_\_ Date  
X \_\_\_\_\_ Manager's name (printed)  
X \_\_\_\_\_ Manager's signature  
X \_\_\_\_\_ Date