

Secure Remote Access Use Agreement

YOU AGREE TO READ THESE TERMS AND CONDITIONS OF USE CAREFULLY BEFORE USING THE CITY OF TORONTO REMOTE ACCESS SERVICE.

Use of the CITY OF TORONTO Secure Remote Access Service signifies your unconditional agreement to the terms and conditions of this Agreement.

If you do not agree to these terms and conditions of use, do not access or otherwise use the CITY OF TORONTO Secure Remote Access Service.

Purpose

The purpose of this Remote Access Use Agreement is to prevent unauthorized connectivity to City of Toronto's infrastructure and to provide guidelines for Remote Access connection to City of Toronto network.

Scope

This agreement applies to all City of Toronto employees, contractors and vendors connecting to City of Toronto network.

Agreement

Authorized users may utilize the benefits of Corporate Secure Remote Access Service, which is a "user managed" service. This means that the user is responsible for selecting an Internet Service Provider (ISP), coordinating installation, installing any required software, and paying associated fees. Additionally,

1. Granting of Secure Remote Access Service is for individual use only and not to be shared. It is the responsibility of users with remote access privileges to ensure that unauthorized users are not allowed access to City of Toronto internal networks;
2. Authorized users must ensure that up-to-date virus scanning software is operational on the technology resources used to remotely connect to the City network, regardless of whether the equipment is owned by the user or provided by the City.
3. By establishing remote connectivity to City of Toronto network, user must understand that the computer in use is a de facto extension of City of Toronto network. It is subject to the governance of the same existing policies, rules and regulations that apply when making network connectivity from within the City of Toronto perimeter.
4. Activities carried out using the Corporate Secure Remote Access Service are logged and subject to management review and audit by City of Toronto at its own discretion. The authorized user bears responsibility for consequence of misusing and conducting improper activities via the Secure Remote Access Service.
5. City's Remote Access Service must not be used as a gateway to any other non-City network. While a device is connecting to City's Remote Access Service, it must not be connecting to any other network at the same time, with the exception of the Internet Service Provider (ISP).
6. Under Microsoft's licensing requirements, City employee who remotely access Microsoft products (e.g. Office, Project, Access, etc.) on City's MetaFrame servers using an employee-owned computer must have his/her own license for that Microsoft product.

Enforcement Failure to comply with this Agreement may result in disciplinary action up to and including dismissal.

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