**Third Party Network Policy and Access Form**

The City of Roswell IT (CoR IT) will allow limited third party access to internal computer network resources from locations inside and outside of Roswell’s facilities, and offices. The purpose of this policy is to define guidelines, and procedures, for connecting to the Roswell’s network from any host. These procedures, and standards, are designed to minimize the potential exposure to Roswell from damages which may result from unauthorized use of Roswell’s resources. Damages include the loss of sensitive or confidential data, intellectual property, damage to public image, and damage to critical and non-critical internal systems.

This policy applies to all contractors, vendors, interns, and agents, with a Roswell owned, or personal/business owned, computer or workstation used to connect to the Roswell network. This policy applies to remote access connections used to do work on behalf of Roswell including, but not limited to, reading or sending email, and viewing internal resources. Third-Party access will only approve access for up to a year and which point, if still needed, the requestor must complete a second form.

**Policy and Guidelines**

1. Eligibility to remotely access the City of Roswell’s computer network will be determined by IT
2. When using Roswell’s hardware, software, data, and network systems, the user assumes personal responsibility for their appropriate use, and agrees to comply with this policy, and other applicable Roswell policies listed below, as well as City, State, and Federal laws, and regulations.
3. At no time shall any contractor, vendor, or agent, provide their network login account name, or password to anyone.
4. Any device connected to Roswell’s network via remote access technologies must use up-to-date anti-virus software. Users must report any unusual system behavior immediately to the IT Department for investigation. Abnormal system behavior may be a sign of a virus, or otherwise compromised systems.
5. All requests for access must be initiated by a City of Roswell employee who will sponsor and be responsible for the third party user(s) until the engagement ends or until the sponsorship is transferred to another City of Roswell employee.
   1. The sponsor is required to ensure the third party follows all of the defined policies and guidelines

**Acknowledgment of Network Access Policy**

Contractors, vendors, interns or agents, approved for on-site or remote access to Roswell’s network shall fill-out and sign the *Third Party Remote Access Policy Acknowledgment Form* to acknowledge receipt of, and compliance with, the City of Roswell’s Remote Access Policy.

**Third Party Network Policy and Access Form**

This form is used to acknowledge receipt of, and compliance with, Roswell’s Third Party Remote Access Policy.

**Procedure**

Complete the following steps:

1. Read the Access Policy.
2. Fill-in the required access information below, including signature, and date.
3. Return this page to the IT Department.

**Signature**

By signing below, I agree to the following terms:

1. I have received and read a copy of the “Third Party Remote Access Policy” and understand and agree to the same;
2. I understand and agree any software, hardware, and data, provided to me by the CoR IT remain the property of the City of Roswell
3. I understand and agree I am not to modify, alter, or upgrade any software programs or hardware devices without the permission of the City of Roswell
4. I understand and agree I shall not copy, duplicate (except for backup purposes as part of my job), or allow anyone else to copy or duplicate any software, or data;
5. I understand and agree I must make reasonable efforts to protect all Roswell software, data, and hardware devices, from theft and physical damage;
6. I understand and agree I am not to provide my network login account name, or password, to anyone else.
7. I understand that any information, data, hardware and/or software program contained therein is property of the City government, the theft or disclosure of which may subject me to prosecution to the maximum extent allowed by law.

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Contractor / Vendor Name / Intern (Print) Company Name ( If applicable)

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Address Phone Number

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

**Third Party Network Policy and Access Form**

**System Access (use one request per system):**

Purpose of Access:

Level of Access Required:

Information System or Server:

**Duration of Access:**

Start Date: End Date:

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**Special Instruction (if applicable):**

Printed- CoR Employee Sponsor

Signature- CoR Employee Sponsor

Date