

The signatures below attest to the understanding and mutual agreement of the following:

- It is the responsibility of employees with VPN or RDP privileges to ensure that unauthorized users are not allowed access to UNCOSA internal networks via their VPN or RDP.
- VPN use is to be controlled using password authentication. When actively connected to the administrative network, VPNs will force all traffic to and from the PC over the VPN tunnel: all other traffic will be dropped.
- VPN gateways will be set up and managed by the UNCOSA IT office.
- All computers connected to UNCOSA internal networks via VPN, RDP, or any other technology must use the most up-to-date anti-virus software that is the administrative standard. Information on this software can be obtained from UNCOSA Desktop Support, this includes personal computers.
- All computers connected to UNCOSA internal networks via VPN or RDP must have the latest operating system security patches applied. Information on these patches can be obtained from UNCOSA Desktop Support.
- Users of computers that are not UNCOSA-owned equipment must configure the equipment to comply with UNCOSA Technology Use Policy.
- Only IT approved VPN or RDP clients may be used.
- By using VPN or RDP technology with personal equipment, users must understand that their machines are a de facto extension of UNCOSA's network, and as such are subject to the same rules and regulations that apply to UNCOSA-owned equipment.
- Peer-to-peer software is not allowed over VPN or RDP.
- Anyone found to have violated this Policy may have their network access privileges temporarily or permanently revoked.

I have read and understand this agreement, understand its provisions and, by signing below, agree to be bound by its terms and conditions.

Employee or Third Party: _____ **Date:** _____
(Signature)

(Typed or Printed Name)

UNCOSA Authorization

Supervisor/Director/Sponsor: _____ **Date:** _____
(Signature)

(Typed or Printed Name)

Chief Information Officer: _____ **Date:** _____
(Signature)

(Typed or Printed Name)

Please send or fax (336) 631-1241 this agreement with all necessary signatures to the UNCOSA IT Department.