



PAUL J. FETHERSTON
TOWN MANAGER

TOWN OF NEWINGTON

131 CEDAR STREET
NEWINGTON, CONNECTICUT 06111

OFFICE OF THE TOWN MANAGER

Information Technology Policy

Effective Immediately
February 1, 2005

SUBJECT : Dial-In Access Policy

PURPOSE : To protect the Town of Newington's (hereinafter Town) electronic information from being inadvertently compromised by authorized personnel using dial-in/broad band connections.

APPLICABILITY: This policy applies to all authorized Town employees, its contractors, vendors, consultants, agents, and affiliates, including all personnel affiliated with third parties. This policy also covers all equipment (e.g., computer(s) and communication devices) owned or operated by the Town of Newington, used by anyone accessing or attempting to access Town communication networks.

1.0 General

- 1.1.** Town authorized employees and authorized third parties (vendors, etc.) can use remote access connections to gain access to the Town's communication networks. Remote access should be strictly controlled, using one-time password authentication. Access via this method must be requested in writing to Information Systems and Technology detailing why this access method is required, when it will be required, and provide information about the means in which this connectivity will be achieved. Requests will be reviewed by the Director of Information Systems and Technology in consultation with the Town Manager, and access will be either granted or denied based on a case by case basis.
- 1.2.** It is the responsibility of employees with remote access privileges to ensure a remote connection to the Town is not used by non-employees to gain access to Town information system resources. An employee who is granted remote access privileges must remain constantly aware that remote connections between their location and the Town's are literal extensions of the Town's communication networks, and that they provide a potential path to the Town's most sensitive information. The employee and/or authorized third party individual must take every reasonable measure to protect the Town's assets and are required to be using an approved anti virus application and approved firewall device.
- 1.3.** Analog and non-GSM digital cellular phones cannot be used to connect to the Town's communication networks, as their signals can be readily scanned and/or hijacked by unauthorized individuals. Only GSM standard digital cellular phones are considered secure enough for connection to the Town's communication networks. For additional information on wireless access to the Town of Newington network, consult the Wireless Communications Policy.
- 1.4.** Remote accounts are considered 'as needed' accounts. Account activity is monitored, and if a remote access account is not used for a period of six months the account will expire and no longer function. If remote access is subsequently required, the individual must request a new account as described above.

2.0 Enforcement

Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

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