



**Guidelines:**

1. Remote access will not be authorized until the individual has signed the AVRSB Remote Access Procedures Agreement and, if working with personal information, aware of his/her responsibilities under the Freedom of Information and Protection of Privacy Act (Nova Scotia).
2. It is the responsibility of employees with remote access privileges to ensure a connection to any AVRSB Network, not be used by non-employees to gain access to company information system resources. An employee who is granted remote access privileges must remain constantly aware that remote access connections between their location and the AVRSB network are literal extensions of the AVRSB network, and that they provide a potential path to the Board's most sensitive information. The employee must take every reasonable measure to protect the AVRSB assets.
3. All users of remote access must ensure they immediately install all applicable security patches on any machine they are using for remote access.
4. All users of remote access must use up-to-date anti-virus software on any computer being used for remote access.
5. Any employee not using an AVRSB computer for processing and/or storing personal and/or confidential information must ensure the data cannot be accessed after they are finished with the data. This cannot be done by just deleting the data from the hard drive. The hard drive must be destroyed so it cannot read, or a commercial software package that cleanses hard drives must be used three times to overwrite the data. AVRSB Computer Technicians will assist users in cleansing their hard drives. The cleansing may require the reloading of all software on the hard drive so users must consider the benefits of using their home computers versus the effort it will take to remove the personal and confidential information.

I have read and understand the Annapolis Valley Regional School Board's Acceptable Computer Use Policy and Administrative Procedures and the guidelines for remote access contained in this agreement. I agree to abide by all applicable policies, administrative, procedures and guidelines.

I acknowledge that any violation of policy, administrative procedures or guidelines may result in disciplinary action. As well, my remote access privileges may be revoked.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Immediate Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Coordinator of MIS

\_\_\_\_\_  
Date

c. personal file