



City of Chicopee

Information Technology Department

VPN Acceptable Use Policy

The use of the City of Chicopee VPN is only permitted for authorized City of Chicopee Employees in the performance of City Business. All requests, access, usage and connections must be approved by the Information Technology Department prior to the installation of the VPN software.

When connected to the VPN, treat the system that is making the connection as the City of Chicopee property and as if it were physically located at a City of Chicopee Department.

When connected to the VPN you are held and bound by the City of Chicopee Technological Resources Policy & Management Guidelines. These guidelines must be followed for as long as your VPN connection is active.

Access to sites normally restricted by the City of Chicopee are also restricted while connected to the VPN. Accessing of adult-content, gambling, and other non-work related websites and activity should be avoided as accessing such sites are considered a violation of the City of Chicopee Technological Resources Policy & Management Guidelines.

Your system will be subject to monitoring of all internet traffic and related activity while connected to the VPN. All attempts to access information and data while connected to the VPN will be logged. We reserve the right to terminate active connections or accounts that are deemed to be the root of fraudulent activity, pose a security risk, or are in violation of this or any associated policy; without notice to the user.

Any unauthorized use of the system during your VPN connection makes you responsible and liable for any damages and/or disciplinary, legal, financial or other actions that may result from such misuse and/or abuse of the City of Chicopee VPN.

Before you sell or replace any system containing the VPN software, please contact the Information Technology Department so we may properly remove it from the machine. These procedures are for security reasons and your own protection.

By signing below you agree that you have read, understand and abide by the City of Chicopee VPN Acceptable Use Policy and acknowledge that while connected to the City of Chicopee VPN you are also bound by the City of Chicopee Technological Resources Policy & Management Guidelines which you have also read and abide by. Please note that this policy and any associated policies may be updated without notice to the user.

VPN User / Department

VPN Access Purpose

VPN User Signature

Date

Information Technology
Department Head Approval

Date

For questions or help regarding this policy or the use of the City of Chicopee VPN please contact the Information Technology Department at: 413-594-1589.

VPN Definition:

A virtual private network (VPN) is a network that uses a public telecommunication infrastructure, such as the Internet, to provide remote offices or individual users with secure access to their organization's network.