

## **Lucas County Vendor Internet Policy**

Approved by the Data Processing Board on 06/01/2017

### **Purpose**

Provide procedure and policies for Lucas County Internet access only to Lucas County vendors. The intent of this policy is to protect the integrity of the Lucas County Network while providing Internet access to vendors supporting Lucas County agencies.

### **Policy**

1. Internet requests are submitted to the LCIS Help Desk at extension 4037. Please submit the request 7 working days in advance.
2. The Internet form must be completed and returned to the LCIS Help Desk for each user.
3. LCIS will provide username/password for Internet access.
4. If wireless access is requested LCIS will setup the wireless access on the computing device via a separate account. Wireless credentials are not shared with the user.
5. Contractor / Consultant user accounts created will be set to expire automatically in 90 days.
6. Expired user accounts less than 365 days can be re-enabled via a work order. The Internet form filled out within one year remains valid.
7. Expired user accounts greater than 365 days must have a new Internet form filled out and returned to the LCIS Help Desk.
8. All devices are subject to HTTPS decryption and must have a certificate installed on the computing device requesting Internet access.
9. Equipment to be attached to the network will be evaluated on an individual basis to determine the health of the device. LCIS reserves the right to deny unsafe devices access to the Lucas County Network.