

**SUPREME COURT OF WISCONSIN – DIRECTOR OF STATE COURTS  
CONSOLIDATED COURT AUTOMATION PROGRAMS**

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**Remote Access Policy Statement**

The purpose of this policy is to define the rules and requirements for using CCAP's remote access system. These rules and requirements are designed to mitigate the potential damages that may result from the use of CCAP resources. Damages include, but are not limited to, the loss of sensitive or confidential data, exposure of intellectual property, damage to CCAP technical systems, and financial liabilities.

The CCAP remote access system allows authorized court system users to remotely access the same computing environment used on-site, at the workplace, through the use of a virtual private network (VPN). It is the responsibility of users with remote access privileges to the CCAP network to ensure that their remote access system is given the same security consideration as the user's on-site system.

Authorized court system users are allowed to remotely connect to the CCAP network to access the user's workplace computing environment only when all of the following conditions are met:

- The user completes the required security awareness and work from home training;
- The user reads and signs the following remote access user agreement;
- The user's supervisory public official signs the user agreement; and
- A copy of the signed agreement is forwarded to CCAP, and CCAP acknowledges receipt.

**Remote Access Terms of Use**

1. It is the responsibility of remote access users to ensure that their remote access connections are treated with the same respect for security and privacy as their on-site connection to the CCAP network.
2. Account credentials (user ID and password) must remain strictly confidential, even from co-workers and family. The user will not share account credentials with another individual. Authorized and verified CCAP staff may request user ID, when providing support.
3. In a public setting, the user must log out of the remote access session when not at the device. In all other settings, the user must lock the device or close the remote access session when stepping away from the device. All remote access windows, including the web browser, must be completely closed after each session. No automated processes to keep VPN connections open during idle periods are allowed. Remote access is automatically disconnected after 24 hours of continuous activity.
4. Other than publicly available court documents, court information shall not be stored on unencrypted media unless authorized by the court.
5. The device used to access the CCAP remote access system must meet the minimum technology requirements set by CCAP. See [www.wicourts.gov/remote/index.htm](http://www.wicourts.gov/remote/index.htm) for a detailed list of the minimum technology specifications and requirements.
6. Remote access to the CCAP network is allowed only through the CCAP-managed remote access solution. Any other methods used to gain access to the CCAP network and its resources are strictly prohibited.

7. All activity on the CCAP network and information resources is subject to review and logging by the Director of State Courts Office.
8. The remote access user understands that using a personal device for work-related purposes may subject work-related files stored on that personal computer to applicable laws and regulations that may require the computing devices to be available for inspection by the Director of State Courts Office or other public authorities.
9. Violation of this policy may result in disciplinary action, including but not limited to, loss of remote access privileges and/or termination of employment.

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**Remote Access User Agreement**

**Purpose and scope:** I understand I am being granted permission to access the CCAP remote access system as specified below, and my use of this system may be monitored by CCAP. I have completed the CCAP Security Awareness and Work From Home Training within the last 12 months. I hereby attest I have read and understand the Remote Access Policy and Terms of Use. I agree to comply with this policy and terms of use and understand my failure to comply may result in termination of my remote access privileges and/or other disciplinary action.

**Protection and maintenance of equipment (check one)**

I will use a CCAP-issued laptop for remote access. I will not alter the configuration of the CCAP laptop unless authorized by CCAP to do so. I will protect the CCAP laptop and submit the equipment for periodic maintenance, as required.

I confirm my Internet connection meets the minimum requirements set by CCAP.

Provide the laptop's Supreme Court Identification Number (SCID): \_\_\_\_\_

I will use a non-state issued computer/device for remote access. I understand that CCAP will not assist in support or maintenance related to my non-state issued computer/device.

I confirm my device and Internet connection meet the minimum requirements set by CCAP.

I will have the following current antivirus software and windows or personal firewall active on the device I will use for remote access: \_\_\_\_\_

**Incidents:** I acknowledge the possibility that sensitive information could potentially be viewed or downloaded by others as a result of my remote access. I understand that it is my duty to exercise due care in protecting this information and to immediately report any unauthorized disclosure or compromise to my supervisory elected official and CCAP so appropriate security procedures may be initiated. I further understand that after proper coordination with CCAP, I may be required to make the computer/device available for examination and sanitizing of compromised information. I hereby waive any and all claims against CCAP, the Director of State Courts Office, and any individual employees or contractors thereof, arising out of reasonable security procedures and actions with respect to personally-owned computers/devices and any such damage to, or erasures of personal data.

**I consent to the agreement and terms of use for the CCAP remote access system.**

\_\_\_\_\_  
Name (printed)

\_\_\_\_\_  
County and title

\_\_\_\_\_  
Phone number you can be reached at to set up remote access

\_\_\_\_\_  
Name of supervisory elected official (printed)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of supervisory elected official

\_\_\_\_\_  
Date

*Scan and submit a copy of the signed agreement in the CCAP Help Center using "Submit a request."*