

**LA Department of Children and Family Services – Information Technology
ADDENDUM D – VPN REQUEST (page 2)**

SECTION 4 - VPN CONNECTION AGREEMENT

This Memorandum of Understanding (MOU) is written between the Department of Children and Family Services of the State of Louisiana (DCFS) and _____.

This MOU is to provide the commitment from _____ that only personnel authorized by DCFS will be permitted to utilize the Virtual Private Network (VPN) connection to the DCFS private network. This access will be for the express purpose of fulfilling the contractual agreement between DCFS and _____.

All access requirements to DCFS private network resources must be specified in writing and no other access rights are implied or conveyed. If additional access rights are needed, notification will be given in writing to DCFS, and the concurrence of DCFS authorities will be obtained in advance.

DCFS VPN Security Policy

1. VPN users shall not obtain information from any DCFS computer for purposes other than official business.
2. VPN users shall not manipulate data on any DCFS computer to effect fraud.
3. Unauthorized browsing and unauthorized disclosure of any information, records or files, residing on the DCFS private network, is strictly forbidden. Violations will be subject to criminal prosecution. Civil damages may also be brought by the taxpayer.
4. Unauthorized attempts to gain entry to a system or use of unauthorized software, such as network port scanners, is strictly forbidden.
5. VPN users shall not share any information that is obtained from any DCFS computer, except in the official performance of their duties, with any other person without official authorization.
6. Each VPN user is responsible for the confidentiality of his computer password.
7. At no time shall a user establish a VPN connection, or access any DCFS system, for use by someone else or Provide another person with his own password.
8. All VPN connections, or access to DCFS systems, should be terminated immediately when not in use.
9. At no time should any VPN user log into any DCFS computer system using another person's login ID and password.
10. Each VPN user is responsible for all computer activity logged against his user ID, regardless of who inputs the transaction.
11. If the VPN user has any reason to believe his password has been compromised, a new password shall be input immediately.
12. All VPN access and accounts will be removed at the completion, or of termination of the contract or service.

SECTION 5 – USER STATEMENT

I certify that I have read and understand the security policy for DCFS computer VPN users. I agree to abide by this policy and understand that non-compliance with any part of this policy may constitute grounds for cessation of DCFS business with the offending party and possible criminal prosecution.

User Signature:

Date:

**DCFS Sponsor/
Supervisor (printed) name:**

Signature/Date: