



## Technology Remote Work Agreement

### AGREEMENT

Campbell University's Information Security and Privacy team has outlined protocols to inform remote workers about technology requirements that must be followed on devices used for administrative operations. Please note, remote work must first be approved by the employee's supervisor per the process outlined in the Personnel Manual.

### Acceptable Use

All individuals and machines connecting to university networks are subject to the University's Acceptable Use Policy as published at: [https://cufind.campbell.edu/information\\_technology\\_services/3/](https://cufind.campbell.edu/information_technology_services/3/).

All individuals connecting remotely shall only connect to or have access to machines and resources for which they have received permission and rights to use by the appropriate authorized University representative.

### Access to Technology

The equipment and software required for an employee to work remotely will vary depending on each person's job responsibilities. Employees who are working remotely will need the following:

- Computer: A University-provided laptop or desktop computer is required to be used for employees accessing administrative data and systems.
- Internet connectivity: A high-speed connection capable of supporting web conference tools. A wireless hotspot through a mobile provider may be an option if the speed of the connection supports tasks needed to be performed. In order to be able to effectively use most online tools, the following internet speed is recommended:
  - 15 megabit per second (Mb/s) or better download speed
  - 5 megabit per second (Mb/s) or better upload speed
  - Latency of less than 75 milliseconds
  - To check your internet speeds, use the <https://fast.com> website. Click "More" to see upload and latency info.
  - If using wifi, ensure that your wifi requires a password to connect. Confirm with your home internet provider how to secure your connection.
- Telephone: Mobile or landline phone, with long-distance service as necessary. University phone numbers can be forwarded to these devices.

Additional telecommuting requirements are outlined in policy ITS\_016 Telecommuting Security published at: [https://cufind.campbell.edu/information\\_technology\\_services/5/](https://cufind.campbell.edu/information_technology_services/5/)

Note: Home office furniture is the responsibility of the individual as are the cost of utilities and internet access.

**This agreement is subject to the employee satisfying the following conditions:**

- The employee agrees to provide their internet access, telephone, furniture, and supplies at their own cost.
- Printing of confidential University data at remote locations is not approved. Information classification information defining confidential data is published at: [https://cufind.campbell.edu/information\\_technology\\_services/2/](https://cufind.campbell.edu/information_technology_services/2/)
- Installed third-party software applications not approved by Information Technology Services are prohibited.
- The employee understands that some information used in their work may be deemed confidential by the University and shall apply all University-required security safeguards and policies at the same level as when they are working on campus.
- The employee agrees to report all information security incidents to the Help Desk as soon as possible from the time of any incident such as loss of sensitive data, unauthorized access, loss of University equipment/software, or University policy violation.

**Help Desk Support Guidelines**

IT support is available during normal University working hours. For IT support please contact Campbell University IT Help Desk at 910-893-1208 or email [helpdesk@campbell.edu](mailto:helpdesk@campbell.edu) for assistance.

**REMOTE WORK AGREEMENT ACKNOWLEDGEMENTS**

I have read and agree to the above Remote Work Agreement. I understand this signed work agreement will be part of my employee record and can be revoked at any time.

Employee Name \_\_\_\_\_

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

Supervisor Name \_\_\_\_\_

Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_