Network Connection

Policy Statement

This policy outlines usage of the Adelphi network connection and authorizations for who may connect and disconnect equipment.

Reason for Policy

The purpose of this policy is to provide requirements for connecting computer and network equipment to the Adelphi University network. In order to maintain the integrity of the network and to prevent service interruptions as a result of faulty equipment, or incorrectly configured network devices and/or computers, only authorized staff may connect and/or disconnect equipment to/from the Adelphi University data and telephone network.

Who is Governed by this Policy

This policy applies to all Adelphi University employees, students, contractors, consultants, temporaries, and other workers including all personnel affiliated with third parties.

Policy

Computer, network, or telephone equipment may only be connected to the Adelphi University network under the following conditions:

When the equipment is owned by the University:

1. Only employees directly tasked with managing, operating, or maintaining the network may disconnect, install, and operate network equipment, or perform maintenance on that equipment;
2. Only employees directly tasked with managing, operating, or maintaining servers may disconnect, install, and operate servers, or perform maintenance on that equipment;

3. Only employees directly tasked with managing, operating, or maintaining telephone equipment may disconnect, install, operate, and maintain telephone equipment;
4. Portable personal computers (laptops, tablets, etc.) may be connected to the network by the person to whom that equipment is assigned

When the equipment is not owned by the University:

1. Personal computers (laptops, desktops, tablets, etc.) may be connected to the wireless network ;
2. Personal computers (laptops, desktops, etc.) may be connected to the wired network when using designated and explicitly marked public connection points;
3. Personal computers (laptops, desktops, etc.) may be connected by residential students to university-provided network connection points in their rooms after following Adelphi's Residential Networking Registration instructions which can be obtained from the IT HelpDesk.
4. Permission may be granted on a case-by-case basis to connect other network enabled devices to specific network connection points in student residential areas.

Guidance

This policy forbids anyone to connect equipment that is not owned by Adelphi University to the network via points that have not been explicitly marked as public network connections points. As such, employees are not allowed to connect computers or network equipment in their offices. This policy also forbids students to connect non-University-owned network equipment, such as wireless access points, routers, hubs, or switches to the network connection points in the residential areas.

Enforcement

Investigations into alleged violation of this policy will be coordinated by the Information Security Officer. Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment. Violations of this policy by students will be addressed through the Student Disciplinary Process.

Deviation from policy

Deviations from this policy may be requested via the Adelphi IT HelpDesk and must be approved by the Director of Networks, Systems and Telecommunications, or by the Information Security Officer.

Definitions

This policy does not have definitions associated with it at this time. Upon periodic policy review this area will be evaluated to determine if additional information is needed to supplement the policy.

Procedures

This policy does not have procedures associated with it at this time. Upon periodic policy review this area will be evaluated to determine if additional information is needed to supplement the policy.

Forms

This policy does not have forms associated with it at this time. Upon periodic policy review this area will be evaluated to determine if additional information is needed to supplement the policy.

Related Information

This policy does not have related information at this time. Upon periodic policy review this area will be evaluated to determine if additional information is needed to supplement the policy.

Policy Owner

Name: Chief Information Officer
Office: Office of Information Technology
Phone Number: 516.877.3340

Secondary Contact

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Document History

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Who Approved This Policy

Tags

Information Technology, Faculty, Staff, Students, Guests