

## **ITS Network Procedure: Connecting Non-Standard Systems/Equipment to Campus Computing and Network Resources**

**Information Technology Services (ITS)** recognizes that, in special circumstances, campus standard or well known network services cannot meet the programmatic needs of a department for the purposes of teaching, training, research, etc. In such cases, specialized equipment, protocols or software may be required; it may also require the use of various ITS resources, ranging from IP network access (including IP addresses and wireless access), wireless airwaves, access to other ITS resources (such as UNIX resources and file-sharing capabilities) via the campus network, etc. Such proprietary systems, while essential for a department or college mission, present new security challenges that must be addressed in order to provide the utmost accountability in network use.

This agreement provides guidelines and requirements for connecting **non-ITS-standard proprietary systems** to the campus network. This agreement must be read and acknowledged by the **Department LAN (D-LAN) Coordinator** for the area in which the proprietary system will exist. If the area does not have a D-LAN Coordinator, this agreement must be read and acknowledged by the **Administrator** of the system in question.

1. ITS/Network Administration must review and approve all requests for connection of non-standard, non-ITS supported computing equipment using campus network services or airwaves.
2. A non-ITS-standard **proprietary system must have a single point of contact** with final responsibility for the system. In most cases, this will be the D-LAN Coordinator. If (and only if) there is no ITS-assigned D-LAN coordinator for the area where the system will be installed, the **Administrator may be a faculty member**; students may not be Administrators.
3. All users of the proprietary system agree to adhere to Cal Poly's Information Technology Resources Responsible Use Policy and other ITS policies as stated at: <http://www.calpoly.edu/computing/policy.html>.
4. Proprietary systems will be **installed, configured, managed, and supported by the D-LAN Coordinator or Administrator of the system**. ITS cannot provide any level of support (including ITS Service Desk support) beyond the core network and IP access.
5. **IP Address assignment and management are administered through existing ITS procedures**. All IP addresses are administered and managed by ITS Network Administration, which will provide IP addresses for proprietary systems. Please note the following:
  - **IP address requests must come from the D-LAN Coordinator** responsible for the location where the proprietary system will be installed. If the D-LAN Coordinator is not known, please contact ITS/Network Administration.
  - The IP request must contain several pieces of information, including the **user's first and last name, Cal Poly ID number, e-mail address, and the hardware address of the system**. The D-LAN Coordinator must maintain an up-to-date list of all allowed users of the proprietary system.
  - **IP addresses must be returned** to ITS/Network Administration upon completion of the project in which the proprietary system is used.
6. **ITS/Network Administration** is the final authority for approving and implementing **firewall pinholes** for access to the proprietary system by Internet users. Such access will be for only those users associated with the project. ITS may shut down any or all pinholes if a policy violation occurs.
7. **Final responsibility for the data security and proper use of any non-ITS-standard system rests with the D-LAN Coordinator (or Administrator of the system, if no D-LAN is available)**. D-LAN Coordinators are expected to review and follow Cal Poly's Information

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Technology Resources Responsible Use Policy, Cal Poly's Confidentiality-Security Agreement, and other applicable policies (see <http://www.calpoly.edu/computing/policy.html>).

- 8. ITS/Cal Poly is **not responsible for physical loss or damage** to proprietary systems equipment, personal equipment and other items left or stored in labs, including data associated with such proprietary systems.
  
- 9. **ITS reserves the right to intervene as needed to enforce campus policy or protect network performance.** Therefore, ITS may act to shutdown any campus-based wireless network due to irresponsible, inappropriate or illegal activity in accordance with Cal Poly's Information Technology Resources Responsible Use Policy, Procedure for Removing Networked Devices from the Cal Poly Network, and other applicable policies (see <http://www.calpoly.edu/computing/policy.html>).

**Description of non-standard devices, protocols, systems, software:**

**ITS Approval:**

Approving Administrator: \_\_\_\_\_

\_\_\_\_\_  
Signature

Date: \_\_\_\_\_

**By signing below, I agree to the aforementioned items.**

**Name** \_\_\_\_\_ **Phone ext.** \_\_\_\_\_

**I am a:** DLAN Coordinator \_\_\_\_\_ Administrator/Faculty \_\_\_\_\_

**Location of Proprietary System/Equipment:** Bldg. \_\_\_\_\_ Room \_\_\_\_\_

**Duration of Project:** Starting date \_\_\_\_\_ Ending date \_\_\_\_\_