

Procedure for Attaching Network Communication Devices* to the Cal Poly Network

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All network communication devices as defined below must be reviewed and approved by Information Technology Services (ITS) Network Administration prior to being connected to the Cal Poly network. All devices must meet current campus standards.

Under certain circumstances, ITS may approve non-standard network communication devices for temporary connection to the Cal Poly network. The following conditions are illustrative of what would be considered for granting an exception to the campus standard. Meeting the criteria does not necessarily guarantee that an exception would be granted:

1. The use is for a specific purpose and time period, after which the device will be removed.
2. The device will only be used in a specific location and not moved without prior authorization.
3. The device must be manageable as appropriate by either ITS Network Administration or by an entity authorized by ITS.
4. Any network problem caused by such a device -- or by any attached device(s) -- will result in the immediate disconnection of the device.
5. If ITS Network Administration determines that the device meets the campus standard, it must be secured with appropriate passwords and configured to minimize security and performance risks to the Cal Poly network.
6. ITS will install the device in cooperation with the department.
7. Final disposition and resolution for all exceptions will be made by the ITS Office of the CIO.

RESPONSIBILITIES:

- ITS Network Administration is responsible for authorizing, in advance, connection of any network communication devices to the Cal Poly network.
- ITS Network Administration is responsible for evaluating all devices in question to ensure they are in alignment with the campus standard. ITS Network Administration must be involved in assisting campus departments with any requests for additional network connectivity to ensure the integrity of the campus network infrastructure.
- ITS Technical Services is responsible for the oversight of installation of any and all wiring, including fiber installation for any network device attached to the Cal Poly network in accordance with existing standards and guidelines.
- Campus technical support staff (e.g., LAN Coordinators) are responsible for keeping ITS Network Administration informed of any network connection plans and needs for their respective academic, administrative or auxiliary units. In addition, they are responsible for all network equipment in their respective area(s) which was not acquired in coordination with ITS, including any devices attached to that equipment. They are also responsible for ensuring that all network equipment meets campus standards and for requesting an exception if necessary.

- The ITS Office of the CIO is responsible for final disposition and resolution for granting exceptions to the standard and resolving disputes arising from enforcement of this procedure.

REFERENCES:

- Network Communication Devices: Standards and Responsibilities
See: <http://netadmin.calpoly.edu/policy/NetworkDevicesStandards.pdf>
- Procedure for Removing Networked Devices from the Cal Poly Network
See: <http://netadmin.calpoly.edu/policy/proc-disconnect-dev.pdf>
- Information Technology Resources Responsible Use Policy – Section E.4
See: <http://security.calpoly.edu/policies/rup/>
- Cal Poly Information Security Program
See: <http://security.calpoly.edu/>
- Airwaves Policy and Related Standards and Procedures
See: <http://security.calpoly.edu/docs/policy/airwaves.pdf>

DEFINITION (*):

A network communication device includes but is not limited to the following types of equipment assigned to individuals, departments, clubs, auxiliary organizations or individuals from off-campus utilizing university network resources: switches, routers, hubs, mini-hubs, splitters, wireless access points, firewalls, network security devices, network appliances, modem pools, or any device connected to university network resources whose function is to transport electronic information.