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## **Procedures # 56013.5**

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### **NETWORK PROCEDURES**

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*The purpose of these procedures is to define the procedures for adding, configuring, modifying, and moving network equipment on the university's network to maintain network performance and maximize the availability of the network.*

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#### **STEPS**

1. The Director of Network Services should be contacted for consulting before adding equipment (e.g. wireless access points, routers, repeaters, bridges, switches, gateways, hubs, etc.) to the university's network.
2. A work order should be opened in Track-it to request a quote for network equipment and approved by the Associate Vice President for Information Technology pursuant to the Information Technology Procurement Procedures.
3. Once network equipment has been received, a work order should be opened in Track-it for the Information Technology Center's Network Services to install, configure, modify, or move equipment on the university's network.

#### **NON-COMPLIANCE or DISCIPLINARY ACTION**

1. Violation of this policy by any individual or groups which adversely affects the university's network services will be subject to institutional disciplinary action. Violators will be subject to the normal disciplinary procedures of the University. Students will be subject to applicable student discipline, faculty will be subject to applicable faculty discipline, and staff will be subject to applicable staff discipline. Any such discipline may include, in the case of students expulsion from the university or in the case of faculty and staff termination of employment.
2. Any users, including students, faculty, and staff, provided University network access who violate this policy privileges or access may be suspended. Devices that adversely affect the university's network services may be confiscated and not returned to the violator.
3. Appeals to any disciplinary action shall be in accordance with the disciplinary policies as outlined in the student, faculty, or staff handbook as appropriate.