

DIVISION: **Administration**

SUBJECT: ITS Standard Network Equipment Policy  
(Wired/Wireless)

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Policy Number:

Supersedes: **Policy on Wireless access at the Westchester Campus**

Effective Date:

Previous Issued: **February 20, 2004**

## 1.0 STATEMENT OF POLICY

LMU Information Technology Services (ITS) manages a campus-wide wired and wireless data network. In conjunction with the Acceptable Use Policy, this policy is designed to promote a secure configuration and delivery of reliable network services to all University constituents.

Any un-approved equipment connected to the LMU network that interferes with service delivery will be isolated, tracked and removed from the network. All requests for exceptions or special setups must first be submitted to the ITS Help Desk for tracking and approval.

## 2.0 POLICY/PROCEDURE

**2.1** LMU ITS uses standard equipment for network, wireless access points, switching and protocol management. Installation of unapproved or unknown equipment can create a significant security risk to the University network as well as cause interference with the campus network service delivery. Any non-standard equipment installed in offices or residence halls that may pose a service or security threat will be tracked and removed by ITS. Repeated offenses will be reported to Student Affairs.

**2.2** Faculty can request specialty network configurations for instructional, scholarly or creative purposes. To enter these requests contact the ITS Help Desk at x8777. The request will be routed to the appropriate team and if approved the proper network configurations will be made.

**2.3** Event requests requiring special network configurations may be submitted through the Conferences and Events Services Department as part of that event's planning.

**2.4** Requests for exceptions must be submitted to the ITS Help Desk where they will be vetted by ITS infrastructure management staff and when necessary, the ITS Director of Information Security and/or the Chief Information Officer.

Last reviewed by: Dan Cooke	Date: 1/26/2010
Approved by:	Date:
Denied/Postpone:	Date:

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