



VIRGINIA UNIVERSITY OF LYNCHBURG NETWORK CONNECTIVITY POLICY

General Provisions

Virginia University of Lynchburg provides information services to current faculty, staff, students, and visitors (contractors, adjunct faculty, etc.) in order to further academic and administrative progress. Information systems subject to this policy are defined in the university *Acceptable Use Policy*. As network connectivity implies usage of university owned resources, all users employing devices on a Virginia University of Lynchburg owned or managed network are subject to the Virginia University of Lynchburg *Acceptable Use Policy*.

Application

This policy applies to all networks on all campuses and other remote locations, owned, managed, or both by Virginia University of Lynchburg. In the context of this policy, Local Area Network (LAN), Wide Area Network (WAN), and general network assets include, but are not limited to, workstations, servers, switches, routers, printers, optical devices (scanners and cameras), wires (fiber optic and copper), and network wall outlets (network jacks). The Virginia University of Lynchburg network includes, but is not limited to the following segments.

- Virginia University of Lynchburg LAN at the Lynchburg Campus
- Virginia University of Lynchburg WAN connecting geographically separated campuses
- Virginia University of Lynchburg Public Network (wired and wireless) at the Lynchburg Campus

Network Privacy Statement

Notwithstanding utilization of a secret password and/or encrypted communications, users of the University's network assets (wired or wireless) maintain no personal privacy rights with respect to content created, stored, received or sent from devices owned or managed by Virginia University of Lynchburg, owned or managed by a private citizen, or owned or managed by a third party business. In accordance with the Virginia University of Lynchburg *Acceptable Use Policy*, Virginia University of Lynchburg, or its delegates, reserves the right to intercept, monitor, or record all information, which in any manner utilizes network assets for transmission, or is stored on its information systems, and inspect activity to diagnose problems or identify security threats and/or violations.

LAN Connectivity Guidelines

The Virginia University of Lynchburg LANs in Lynchburg provide private, protected information to faculty, staff, and students, only university owned or managed devices are permitted to attach to these networks. At no point are privately owned or managed, contractor owned or managed, or third-party owned or managed devices (laptops, personal computers, handheld computers, etc.) permitted to connect to any Virginia University of Lynchburg private network (not including the Public Networks as described below).

WAN Connectivity Guidelines

As the purpose of the Virginia University of Lynchburg WAN is to provide connectivity between campuses, at no time should any device, without exception, not under the direct management and operation of Virginia University of Lynchburg's Information Technology Department be connected directly to the Virginia University of Lynchburg WAN.

Public Network Connectivity Guidelines

Virginia University of Lynchburg provides a Public Network, wired and wireless, for all faculty, staff, students, adjuncts, contractors, and visitors. While this network provides Internet access (web, email), it does not provide printing capability, access to university file systems, access to university databases, or access to university internal applications. This network is not restricted to university owned or managed devices. However, all devices, and users operating these devices, are subject to the university *Acceptable Use Policy* and maintain no rights to privacy as described in the *Network Privacy Statement* section above.

Throughout the Virginia University of Lynchburg campus, there are clearly labeled wired network outlets (wall jacks) for the Public Network. Users may connect devices to these outlets at their own risk. Users having questions or concerns about the validity of a network outlet should contact the IT Help Desk at (434) 528-5276 or helpdesk@vul.edu to verify correctness. Virginia University of Lynchburg provides no service guarantee regarding its Public Network and reserves the right to revoke connectivity for any and all devices attached to the network, at its sole discretion, without further notice to or permission from any user or device owner.

Wireless Network Connectivity Guidelines

As provided by Virginia University of Lynchburg, wireless network access is available throughout the Lynchburg Campus. Due to the open architecture of the network, the Wireless Network is integrated with the Virginia University of Lynchburg Public Network. As such, all wireless devices and users employing these devices are subject to the guidelines stated in the *Public Network Connectivity Guidelines* section of this policy.

Network Connectivity Services

All requests for wired network access must be delivered to the Virginia University of Lynchburg Information Technology Department Help Desk at (434) 528-5276 or helpdesk@vul.edu. All requests will be reviewed for approval in a timely manner. Requestors that have been denied will be contacted and provided sufficient reasoning for denial. All approved requests will be queued for processing. Requests must be submitted for any type of service including, but not limited to, adding connectivity, moving connectivity, or changing connectivity.

Internal departments hiring temporary staff including, but not limited to, contractors and adjunct faculty, must provide university resources to these personnel should they require internal network access. Internal network access is required for file system access (mapped drives), database access, printing access, and any other service only available on the Virginia University of Lynchburg private LAN. Internal access is not required to utilize a Virginia University of Lynchburg email account. At no time will temporary staff including, but not limited to, contractors, adjunct faculty, or visitors be permitted to connect, install, or add

any device not solely owned and managed by the Virginia University of Lynchburg Information Technology Department to a Virginia University of Lynchburg LAN. Such requests for access must follow the aforementioned procedure to secure timely service. Contractors, visitors, or adjuncts not requiring internal access are permitted to connect devices to the Virginia University of Lynchburg Public Network via wireless access or labeled Public Network outlets. Users are solely responsible for verifying proper connectivity to wired Public Network outlets. As stated above, users having questions or concerns regarding wired Public Network access should contact the IT Help Desk at (434) 528-5276 or helpdesk@vul.edu prior to connecting any device to said outlet. Departments must also submit wired Public Network connectivity requests in accordance with the above guidelines should they require a new network outlet with connectivity to the Public Network.

Network Connectivity Abuse

At no time is it permissible for any user, either faculty, staff, student, adjunct, visitor, contractor, or person not in any manner affiliated with Virginia University of Lynchburg, to connect, disconnect, install, uninstall, add, remove, or modify, in any manner, any Virginia University of Lynchburg owned or managed network asset, excluding clearly marked wired Public Network outlets, as defined in the *Application* section of this policy. At no time shall a faculty, staff, student, adjunct, visitor, contractor, or person not in any manner affiliated with Virginia University of Lynchburg, connect any device to any Virginia University of Lynchburg private LAN, either knowingly or mistakenly, without prior consent and direction from the Virginia University of Lynchburg Information Technology Department. All network connectivity related issues and requests, network maintenance, and network administration are solely managed and executed by the Virginia University of Lynchburg Information Technology Department. Any user may report network abuse to the Virginia University of Lynchburg IT Help Desk at (434) 528-5276 or helpdesk@vul.edu

Network Connectivity Policy Enforcement

Virginia University of Lynchburg, or its representatives, reserves the right to revoke network connectivity from any device and its user/s at any time at its sole discretion, without further notice to or permission from the user/s or device owner/s. Violating any portion of this policy may result in suspension of Virginia University of Lynchburg network and/or computer access or other action as directed by University policy up to and including expulsion or dismissal. In addition, violations may be subject to federal, state, or local law enforcement. As such, Virginia University of Lynchburg will fully cooperate with law enforcement officials to punish violators to the fullest extent of the law.