

## **Scope**

This Supporting Policy applies to all Hobart and William Smith (“HWS” or the “Colleges”) community members and Users, as defined in the Colleges’ Responsible and Acceptable Use of Electronic Resources Policy (“Acceptable Use Policy”) who connect to and access the Colleges’ network, technology infrastructure, or Electronic Resources as defined in the Acceptable Use Policy. This Supporting Policy is intended to supplement the Acceptable Use Policy. Defined terms within this Supporting Policy have the same meaning as their definition in the Acceptable Use Policy.

## **Purpose and Need**

The campus of the Colleges is joined by a robust network that facilitates the exchange of information, communication, and collaboration amongst its community members. Much of our academic learning and many business operations travel along this network. It is in the best interest of the Colleges and its community to ensure that its network is available, dependable, and has the integrity to carry out our day-to-day operations. This Supporting Policy enhances the reliability of the network for all Users by ensuring that all network cabling, wireless access points and other devices attached to the network are properly administered and support the mission of the Colleges.

## **Specifications and Guidelines**

All Users must adhere to the following items when connecting to the campus network. Explicit written consent from Information Technology Services is needed to grant exceptions to these specifications and guidelines.

- Campus network equipment, wiring, or jacks may not be altered nor extended beyond its intended location.
- Users must obtain permission from the Colleges’ IT Services before using a hub, switch, router, or any port sharing device to extend the HWS network to ensure that it does not create a security exposure for the Colleges. Users who install a hub, switch, router or any port sharing device are responsible for the network traffic originating from that device. Users who install a wireless router must enable security to prevent outside parties from accessing it. Users are responsible for the consequences of their use of a hub, switch, router, or port sharing device, including but not limited to damages that may occur as a result.
- The campus network is for the Colleges’ community member use and others associated with the Colleges who are explicitly granted access. Guest Internet access may be provided as a courtesy to other non-community members or community members who do not chose to authenticate using their Colleges’ credentials.
- As the network is a shared resource, excessive or improper use of network resources which inhibits or interferes with the use of the network by others is prohibited.
- Users who connect a computer to the network that is intended to be used as a server, or who permit others to use their computer, are responsible for any use of their server that is in violation of this policy.
- Disruptive network services such as DHCP and BOOTP, which interfere with network traffic, are prohibited.
- The Colleges have the sole authority to assign network addresses to computers attached to the network. Therefore, a user may not manually configure their computer to use a network address that

is not assigned by IT Services. Furthermore, causing a host name conflict by use of a host name already existing on the network is prohibited.

- The Colleges reserve the right to disconnect any computer that has known security vulnerabilities.
- Eavesdropping, monitoring, probing, password cracking, scanning, “sniffing”, or otherwise malicious hardware or software is prohibited on the network. Knowingly installing, releasing, possessing, or disseminating such hardware or software is a violation of this Supporting Policy.

### **Non-compliance**

Failure to comply with this Supporting Policy may result in actions as specified in the Acceptable Use Policy.

### **Exceptions**

There are no exceptions to this Supporting Policy.

### **Additional Information**

For any additional information, visit the IT Services Web at [www.hws.edu/ITServices](http://www.hws.edu/ITServices).