

Procedure 29.01.03.T1.08 (Effective 5/4/2006)
(Supplements [Rule 29.01.03.T1](#))

Information Resources –Network/Wireless Access

PROCEDURE:

1. GENERAL

The information resources network infrastructure in Stephenville, Texas is provided by Tarleton State University for tenants of University facilities. It is important that the infrastructure, which includes media, active electronic equipment (i.e., multiplexers, hubs, routers, etc.) and supporting software, be able to meet current performance requirements while retaining the flexibility to allow emerging developments in high speed networking technology and enhanced user services. The purpose of the Tarleton State University network access procedures is to establish the process for the access to the network infrastructure.

2. APPLICABILITY

This Standard Administrative Procedure (SAP) applies to all university network information resources.

3. PURPOSE

The purpose of the implementation of this SAP is to provide a set of measures that will mitigate information security risks associated with network access. System administrators are the primary audience for this SAP.

4. DEFINITIONS

4.1 Anonymous write capability - the ability of people to save (on Tarleton State University computers) information they create without their identity being known (**to system administrators**).

4.2 Anonymously originating network traffic - causing a (Tarleton State University) computer system to send traffic via the network where the custodian/owner is not known.

4.3 Information Resources (IR): the procedures, equipment, and software that are designed, employed, operated, and maintained to collect, record, process, store, retrieve, display, and transmit information or data.

5. PROCEDURES

5.1 Network aggregation devices (e.g., hubs, switches, routers) shall not be connected to network infrastructure without prior approval by Information Resources.

5.2 Management of network addresses and name space may be delegated to system administrators. Users are permitted to use only those network addresses issued to them by their designated system administrator.

5.3 Network scans and network vulnerability scans of devices attached to the Tarleton State University network as well as the appropriate remediation are occasionally necessary to ensure the integrity of Tarleton State University computing systems. Network scans and network vulnerability scans may only be conducted by University

employees designated by the organizational unit head responsible for the information resource.

5.4 Individuals controlling right-to-use for systems attached to the network infrastructure will ensure only authorized persons are granted access.

5.5 Allowing anonymous write capability to University systems or anonymously originating network traffic requires Information Resources permission.

5.6 Users shall not alter University-owned network hardware in any way.

5.7 Airspace Guidelines for Using the 2.4 and 5.0 GHz Radio Frequency.
Link to: [AirspacePolicy3.doc](#) for complete guidelines.

OFFICE OF RESPONSIBILITY: Department of Information Resources

CONTACT: Executive Director of Information Resources