

OFFICE OF INFORMATION TECHNOLOGY (OIT)

Policies and Procedures Manual

2.2. Connecting Servers/Workstations to the University of La Verne Network Policy

2.2.1. Purpose

- 2.2.1.1. To minimize University liability, ensure network integrity and security, and provide uniform management of networked University servers/workstations.
- 2.2.1.2. Servers/workstations can be an inherently insecure operating system if not administered appropriately. When a server/workstation is used as a stand-alone workstation it is not a problem, but as soon as it is networked it can compromise University network security and have legal ramifications.
- 2.2.2.2. Network connectivity is a privilege and not a right. Faculty and Students violating campus network security policies or appropriate use policies risk losing this privilege.

2.2.2. Policy

2.2.2.1. General

- 2.2.2.1.1. Connection to the University of La Verne network is a privilege and users are required to follow all University of La Verne technology policies. Failure to do so can result in the system being removed from the University of La Verne network.
- 2.2.2.1.2. OIT reserves the right to remove a server/workstation from the network should it be deemed a security risk to the campus network. Connection to the network will be restored at the discretion of OIT and once appropriate security audit and measures have been taken.

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2.2.2.1.3. OIT reserves the right to scan networked systems in order to test and measure security vulnerabilities and problems.

2.2.2.1.4. OIT uses technology and tools to disallow any and technology devices added to the network, without the prior permission of OIT.

2.2.2.2. University-owned servers/workstations

2.2.2.2.1. OIT will be responsible for operating system installation and security-related administration including necessary updates and patches.

2.2.2.2.2. If needed, OIT access to the server/workstation will be coordinated with the appropriate end-user.

2.2.2.2. Student or faculty owned Servers/Workstations

2.2.2.2.1. Students and faculty are not permitted to connect servers to the University of La Verne network.

2.2.2.2.2. Students and faculty are not permitted to connect workstations to the University of La Verne network without prior written permission from OIT.

2.2.2.2.3. Computers must contain a working copy of a necessary security protections (e.g. virus protection, malware protection etc.) and all must be kept current and up to date.

2.2.2.2.3. Computers found to be causing a problem on the network (whether it be a broadcast storm, virus, Denial of Service attack, or any type of traffic that may negatively impact the network) will be removed from the network. If this occurs, the faculty or student will have to either:

2.2.2.2.3.1. Leave the computer off the network and use it as a standalone computer with no network or Internet access, or

2.2.2.2.3.2. Have an OIT staff member, using best effort, work with

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them to disinfect the computer, update any signatures or security software the faculty or student are already licensed for, remove any files necessary to render the computer safe on the network, and stop any programs from running that may have a detrimental effect on the University's network.

OIT is not responsible for any data loss or loss of use of the computer.

- 2.2.2.2.5. Computers removed from the network will be left off until such time as the computer is deemed secured/safe by OIT staff and the student has complied with the requirements stated herein and listed on other technology policies.

2.2.3. Procedure

2.2.3.1. University-owned servers/workstations

- 2.2.3.1.1. Users may request installation of a server or new workstation by submitting a work order to the Unified Service Desk (extension 4130 or help@laverne.edu).
- 2.2.3.1.2. As needed, OIT may contact the user to request access to the system in order to install security and system upgrades and patches.

2.2.3.2. Student or faculty-owned servers/workstations

- 2.2.3.2.1. Students or faculty wishing to connect a server/workstation to the University of La Verne network should submit a work order to the Unified Service Desk (extension 4130 or help@laverne.edu).
- 2.2.3.2.2. As needed, OIT may contact the user to request access to the system in order to install security and system upgrades and patches.

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2.2.4. Approval and adoption

2.2.1.4. Approved by the Chief Information Officer and the Executive Vice President and adopted effective 9/15/2003.

2.2.1.4.1 Updated to combine both the student and faculty connecting server or workstation to network policy. Reviewed and approved by the Chief Information Officer and Vice President

for Facilities & Technology Services and adopted effective 11/1/2017.

2.2.1.4.2 Updated terminology and technologies and move approvals to the end of document. Reviewed by Senior Directors of Infrastructure and Enterprise Applications, and CIO and adopted effective 7/1/2020.

2.2.1.4.3 Reviewed by AVPs of Infrastructure and Systems, Enterprise Applications, and CIO with no changes made as of 7/1/2023.