

Computer and Information Systems Policies, Procedures, Plans and Standards

Security: SPU Network Visitor, Guest and Conference Group Access

Effective Date: August 16, 2010

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1.0 Introduction/Purpose

This policy sets forth provisions and responsibilities associated with guest account access to the Seattle Pacific University network. As a protected network, all usage is subject to appropriate-use provisions as set forth in the University's Acceptable Use Policy (AUP). SPU's network requires that access and usage be restricted to persons operating in an official capacity at the university. For university students, faculty, and staff members, credentials to access the network are automatically generated and provided. Some university affiliates, however, such as campus visitors and guests, do not receive login credentials by default. This policy sets forth the provisions for guest access to such individuals.

Guest use of the campus network is not intended for the general public; it is provided expressly for persons who are visiting campus or are guests of persons with an official campus affiliation.

2.0 Definitions

- A. "Guest Access" is defined as use of the university's network resource on the part of campus visitors or affiliated guests.
- B. "Visitors" are defined as individuals who are on campus for a short period while attending an official university function or otherwise using university resources in an authorized/official capacity.
- C. "Guests" are defined as persons who are on campus as a result of their relationship with a member of the campus community. This could include family members, friends, and persons operating in a sponsored capacity such as a guest lecturer or visiting faculty member.
- D. For such visitors and guests, temporary network access is extended as a convenience for personal and business communication. The university makes no guarantee express or implied, concerning the availability, reliability, or confidentiality of transmissions made in the course of said access.
- E. This resource is not intended for use by the general public who are in proximity to campus but have no other reason to use this network apart from the fact that it exists.
- F. Guest access is not intended for use by persons who have SPU credentials.
- G. "Conference services guests" are those persons attending the university in an official capacity as arranged through the office of Conference Services. For these groups, network access is authorized for a more extended period than incidental guests and visitors. Consequently, guest access fees shall be applied pursuant to contract arrangements made by Conference Services.

3.0 Requirements for Visitor/Guest Access

- A. Requirements Governing Guest Access
 - 3.A.1 All persons accessing the SPU network resource must be authorized to do so as described in the "Definitions" section above and abide by the provisions set forth in the University's Acceptable Use Policy.
 - 3.A.2 All devices on the network must be identifiable by a unique MAC address and associated with an IP address and a user name (SPU account or valid personal email address). Persons may not falsify or omit requisite contact information (name, phone number, email address) requested in the registration process.
 - 3.A.3 Each device connecting to the network must be patched and updated, so as to be safe from viruses and malware.
- B. Provisions for Revocation of Guest Account Access

- 3.B.1 In the event that a device is found to be in violation of the provisions set forth herein, or if it is determined that registration details were falsified or omitted, the university reserves the right to revoke network access to the individual, device, or group, depending on the circumstances of the incident.

4.0 Provisions for Conference Services Groups

- A. Conference Services Responsibilities
 - 4.A.1 Conference Services (CS) serves as the official university agent sponsoring those guests who use campus facilities on a contractual basis. CS also serves as the official conduit between CIS and the conference guest. CS shall communicate conference group guest access requirements to CIS in a timely fashion. CS will assist the conference in basic communication and connectivity issues. CS will collect access fees as appropriate, and authorize the transfer of such funds to CIS via ID entry. Information regarding the provisions and conditions of use as set forth in the University AUP is to be provided to the conference group by CS in advance of guest access.
 - 4.A.2 Conference group access requests (forwarded to CIS) should include specific dates of the conference, the number of persons attending the conference, and a primary contact number for the conference agent or representative.