

GA 24. Wireless Communication Policy

Title:	Wireless Communication Policy and Procedure
Policy Number:	GA 24/07.18
Effective Date:	July 24, 2018
Issuing Authority:	Office of the President

1. RATIONALE

Wireless implementations are a benefit to RHU as well as its faculty, staff, and students.

Maintaining this equipment can be a tedious process but is a necessity.

At present, this policy allows access to the RHU wireless network via any data communication device containing the hardware required to connect. Connecting to the RHU wireless network does not grant a user access to the internal networking infrastructure or any internal information of RHU, only external access to the internet.

This policy covers all wireless data communication devices (e.g., personal computers, mobile phones, tablets etc.) connected to any of RHU's wireless networking access points. This includes any form of wireless data communication device capable of transmitting packet data.

2. Policy

All wireless data communication devices connected with RHU's wireless network will be required to have current virus-scanning software installed with the most recent updates and perform a full system scan a minimum of once per week.

At no time shall any device connected to the RHU wireless network operate outside the parameters defined in the Acceptable Use Policy provided herein. All wirelessly connected devices may be monitored and their information such as IP address, MAC address, general hardware profile, etc. be archived for future use. Random scans may also be performed to ensure the security of the wireless networks and connected devices and to obtain a general device survey to further enhance the accessibility and usability of RHU's wireless networks.

- Students' WIFI Accounts

WIFI accounts are provided for students when join RHU. The student account is deactivated upon his/her graduation and after he/she completes the clearance process.

Guidelines:

Online gaming and live streaming is blocked according to the following schedule:

- Fall and Spring Semesters: From 7:00 a.m. till 4:00 p.m.
- Summer Semester: From 7:00 a.m. till 3:00 p.m.

- Staff and Faculty Accounts

WIFI accounts are provided to the staff and faculty members upon their request. WIFI accounts are deactivated according to the following:

- ✓ Resigned or terminated staff and Full-time faculty members' accounts are deactivated immediately after leaving RHU
- ✓ Part-time faculty accounts are deactivated after the end of any semester. Since part-time faculty members are assigned courses on semester basis, their accounts are re-activated whenever they are contracted again and thus their accounts should stay on hold in the WiFi management system.

3. STAKEHOLDER IMPACT AND SCOPE

It is the responsibility of each RHU student and staff member to familiarize themselves with policies and

procedures relevant to their area of work, and execute their responsibilities in reviewing petitions and completing forms accordingly.

4. RELATED DOCUMENTS

IT Manual

5. APPROVAL AND REVIEW

OFFICER RESPONSIBLE: VP for Development and Information Technology

AUTHORITY: University Administrative Board

POLICY REVIEWED BY: VP for Development and Information Technology, Client Support and Services Supervisor

EFFECTIVE DATE: July 24, 2018

REVIEW DATE: As needed

REVISION HISTORY: None.

RELATED POLICIES: All University Policies and Procedures

FINAL APPROVAL BY THE PRESIDENT:

Signature:

Date: