

FSCOT Agenda
May 18, 2021 – 3:30 pm

Zoom Connection: <https://ksu.zoom.us/j/7855322637>
Phone Connection: +1 669 900 6833 or +1 646 876 9923

- 1.) Turn on recording and announce disclaimer
- 2.) Call meeting to order – **Brett**
- 3.) Introduce new members and acknowledge retiring members – **Brett**
 - a. Retiring:
 - i. Aryan Tayal, Student Representative (20-21)
 - ii. Be Stoney, Education (18-22)
 - iii. Bill Zhang, Engineering (20-23)
 - iv. Bob Larson, Veterinary Medicine (18-21)
 - v. Ignacio Ciampitti, Extension (20-22)
 - vi. Lisa Shappee, Technology & Aviation K-State Polytechnic (15-21)
 - vii. Martin Seay, Health and Human Sciences (20-21)
 - b. New Members:
 - i. Jennifer Wilson, Extension (19-22)
 - ii. Justin Thomason, Veterinary Medicine (21-24)
 - iii. Katherine Jones, Technology & Aviation K-State Polytechnic (21-24)
 - iv. Kevin Wanklyn, Engineering (21-24)
 - v. Nathan Vontz, Student Representative (21-22)
 - vi. Phil Vardiman, Health and Human Sciences (21-24)
- 4.) Approve agenda (additions) – **Brett**
- 5.) Approve minutes – **Brett**
- 6.) Committee Reports:
 - a. Extended IT Leadership Group – **Brett & Michael**
 - i. No Report

- b. IT Policy Review Team – **Don Crawford**, Information Technology Manager, Architecture, Planning & Design, FSCOT Member
 - i. Attachment # 1 (page 5) [PPM 3310 Telecommunications](#)
 - ii. Attachment # 2 (page 12) [PPM 3480 Wireless policy](#)
 - c. Office 365 Governance Group – **Michael**
 - i. No Report
 - d. Project Governance Group – **Brett**
 - i. No Report
 - e. Record and Retention Committee – **Lisa Shappee**, Library Director/Associate Professor, K-State Polytechnic, FSCOT Member
 - i. Replacement FSCOT member on the Record and Retention Committee
 - f. University Network Infrastructure Refresh Project – **Michael**
 - i. Checking with other institutions on how they refreshed their network
- 7.) Old Business (Business from Previous Meetings)
- a. Last meeting of the semester – No summer meetings unless something comes up – Next meeting is September 7
- 8.) New Business
- a.
- 9.) Other Items – **Group**
- 10.) Future Meetings and Agenda – **Brett**
- a. September 7 – any requests for agenda items?
- 11.) Adjourn meeting—**Brett**

Attendance:

- Aryan Tayal, Student Representative
- Be Stoney, Education (18-22)
- Bill Zhang, Engineering (20-23)
- Bob Larson, Veterinary Medicine (18-21)
- Brett DePaola, Arts and Sciences (17-22) Co-Chair
- Colby Moorberg, Agriculture (20-22)
- Don Crawford, Architecture, Planning, and Design (20-22)
- Ignacio Ciampitti, Extension (20-22)
- Jason Maseberg-Tomlinson, General University (20-23)
 - Jim Bach, General University alternate (20-23)
- Jennifer Wilson, Extension (19-22)
- Justin Thomason, Veterinary Medicine (21-24)
- Katherine Jones, Technology & Aviation K-State Polytechnic (21-24)
- Kevin Wanklyn, Engineering (21-24)
- Lisa Shappee, Technology & Aviation K-State Polytechnic (15-21)
- Martin Seay, Health and Human Sciences (20-21)
- Michael Raine, Business Administration (07-20) Co-Chair
- Nathan Vontz, Student Representative (21-22)
- Phil Vardiman, Health and Human Sciences (21-24)
- Ryan Otto, K-State Libraries (17-20)

Non-voting Attendees:

- Gary Pratt, CIO

- Debbie Webb, Liaison for University Support Staff
- Scott Finkeldei, Liaison for Chief Information Officer

Guests:

-
-
-

Attachment # 1:

February 24, 2021 (updated March 9)

To: IT Policy Review Team

From: IT Communications Team

Re: PPM 3310 Telecommunications

[PPM 3310 Telecommunications](#) is under review. Changes suggested by subject matter experts and consultation groups include: moving dialing instructions to a knowledge base article, providing the URLs to the network and the purchasing policies, updating information about services and removing services no longer available.

Table 1 provides a listing of policies from peer and other universities that were reviewed. The proposed revision is provided below Table 1.

Units to be consulted on this policy will include:

- FSCOT
- Purchasing
- Network and Telecommunications Services
- Office of General Counsel
- IT Business Office
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Table 1. Links to policies from peer and other universities

Universities/dates	URL
KU 1/1/2005	Telecommunications Wiring Policy - https://policy.ku.edu/IT/wiring-policy
Auburn Updated 2017	Telecommunications OIT provides telephone, data network (wired and wireless), and Cable TV services for all academic and administrative campus buildings, and wireless network to dormitories. Additional information on Telecommunications services available to AU students including cellular service discounts. Infrastructure Planning OIT participates in all building committees for new buildings and major renovation projects. Through this process, OIT ensures that telecommunications, audio/visual, and networking needs are addressed and that these systems are properly designed. OIT meets regularly with the Facilities Division to coordinate necessary infrastructure improvements. In support of Auburn University's mission, OIT is continually planning and upgrading its backbone copper, fiberoptic cabling infrastructure, and core network equipment to meet Auburn University's growing data and telecommunications needs.
Clemson	None found

Colorado State University	https://telecom.colostate.edu/policies/
Indiana University	Extending the University Data Network – no Telecommunications policy - https://policies.iu.edu/policies/it-19-extending-data-network/index.html
Iowa State University	https://www.policy.iastate.edu/policy/telecommunications
Louisiana State University	None found - https://www.lsu.edu/it_services/its_security/it_policies/lsu-policies.php
NC State University	Listing of policies that have been repealed - https://policies.ncsu.edu/category/information-technology/
Oklahoma State University 7/1990	Telecommunications Services - https://adminfinance.okstate.edu/site-files/documents/policies/telecommunications-services--order-or-change.pdf
Oregon State University	None found
The Ohio State University	None found
Stanford University	None found
University of Massachusetts - Amherst	Network Communications Operating Policy - https://www.umass.edu/it/netcom/network-communications-operating-policy
Washington State University	None found

Proposed Revisions for PPM 3310 Telecommunications Policy

Chapter 3310

Revised September 19, 2012

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.010

Mission Statement

The mission of K-State's Network and Telecommunications Services is to provide a reliable, secure, high-performance infrastructure for computing, networking, and communications in a proactive, collaborative, service-oriented, customer-driven, cost-effective manner in support of the university's teaching, research and service mission.

.020 General Information

K-State Network & Telecommunications Services is responsible for the University voice and data infrastructure, which includes the purchase of, installation, operation, maintenance, and troubleshooting. Information on telecom equipment acquisition is available in [PPM 6310 Purchasing](#). The infrastructure, designed in accordance with industry standards, consists of all inter and intra building network and telecommunications cable, wiring, fiber optic networks, manhole and conduit systems, switching equipment, routers, and all node wiring center patch panels and cabling. Voice includes services for local and long distance and Voice over IP applications. Network & Telecommunications Services provide data communications connectivity to allow access from a terminal, PC or user group or departmental LAN to campus-wide network services and is responsible for the design, development, and maintenance of campus-wide network facilities used to connect units, users or user groups, including facilities such as ISDN, leased data links, ATM, Ethernet, WiFi and the fiber optic backbone network.

Systems providing support services to K-State (e.g. security cameras) that connect to and use the campus network must be approved by Network & Telecommunications Services.

K-State Network & Telecommunications Services serves as University liaison with state and federal regulatory agencies and contractors, and acts as the central point of contact for suppliers of network and telecommunications equipment, goods and services. The Department represents the University in all negotiations or discussions with telecommunications/data providers.

To provide quality voice and data services and to ensure wired and wireless network performance, security and integrity, and minimize the interference between the campus network and other products deployed on campus, extensions of the University network of any kind are prohibited. Installation, engineering, maintenance, and operation of the K-State network, and serving any property owned or leased by the University, are the sole responsibility of Networking & Telecommunications Services. Refer to the [PPM 3480 Wireless Local Area Network Policy](#). (name subject to change).

Individual units are prohibited from providing their own voice/data services including Voice over IP application. All voice telephone devices used on the K-State Networking & Telecommunications System will be provided by or approved by Network & Telecommunications Services. Extensions include, but are not limited to, hubs, routers, switches, wireless access points, firewall appliances, etc.

Network & Telecommunications Services may remove or deactivate unknown or unapproved extensions to the campus network infrastructure at anytime.

.030 Effective date

Revised Sept. 19, 2012

Revised 2021

.040 Personal Use of Telephone

Personal phone calls made on University equipment are to be kept to a minimum. Personal calls requiring a toll charge are the responsibility of the employee. The employee's department is responsible for taking corrective action in the event an employee abuses the personal phone call policy. If an employee needs to make a personal toll call, the call must be made collect, charged to a residential telephone or personal credit card. If a personal toll call is inadvertently charged to the University, the caller is required to reimburse the University for the call.

~~If necessary, when traveling on official business, employees may make one call (not to exceed 3 minutes) to their home to report their overnight location. Such calls will be considered University business.~~

Department personnel are responsible for reviewing the monthly telephone toll call records to determine if any personal calls have been made and to collect any amounts due. Documentation is to be made of this review and records maintained showing all personal calls and reimbursements.

.0450 Equipment and Service Requests

Departments are responsible for determining the type of telephone service an employee needs to fulfill job requirements. Type of service includes: single-line phone, multiple-line phone, ~~cellular phone, KANSAS-A-N authorization card,~~ long distance service, etc. All costs related to such services are the responsibility of the department including installation modifications and ongoing fees related to the use of the equipment or services.

All equipment and services (except cellular service and equipment) must be obtained from K-State Network & Telecommunications Services. Non approved equipment and/or services cannot be connected to K-State's communications network. Any damages caused by non-approved equipment or services will be the responsibility of the department causing such damages.

Requests for equipment and telephone services are provided upon receipt of a completed ~~Network & Telecommunications Services~~ Telecom Work Order through Service Now. ~~This can be located and submitted from the Network & Telecommunications Services website. On the right side of the page, click the Submit a Work Order link. After signing in with your eid and password, click Service Catalog~~

and then select an item under Telecom Work orders. You Individuals completing the work order must be authorized by your their department in order to submit a work order. Questions on completion of this form should be directed to 2-7000.

.050 Cellular Telephones

The contract for State of Kansas cellular telephones is contract 12344. For additional information contact the purchasing office in the Division of Financial Services.

Refer to PPM 6330, Mobile Devices and Mobile Device Plans for Business Purposes, for guidelines concerning the procurement, use and possession of cellular devices owned by the university.

The use of cellular telephones while operating a state vehicle is strongly discouraged as it is inconsistent with the responsibility of state employees to operate state vehicles in a safe and prudent manner.

.060 Services for the Physically Limited

The Kansas Relay Center may be contacted for assistance: 1-800-766-3777.

.070 Telephone System Calling Features

Information on calling features can be found on the [KB 14411:K-State Telephone Dialing Instructions](#).

For additional information contact K-State Network & Telecommunications Services at 2-7000.

.080 Voice Mail

This service allows callers to leave recorded messages and employees to check messages remotely. This can be done by dialing on campus 2-2300 or off campus dial 532-2300 and follow the voice instructions.

Contact your Network & Telecommunications Services Office for additional information at 2-7000.

.090 Dialing Instructions – KB

- **On Campus Dialing** – Dial the 5 digit telephone number
- **Local Manhattan calls** – 9 + telephone number
- **Long Distance Calls** – 9 + 1 + area code + telephone number
- **Calling card calls** – Follow your personal calling card instructions
- **Toll free calls** – 9 + 1 + toll free number
- **Campus Information** – University Operator: 0 or 2-6011
- **Kansas State Polytechnic campus information** – 6-2600

.100 KANS-A-N Calling Card

A KANS-A-N Calling Card is required to make long distance calls when away from campus and charge the call back to your department. It identifies the agency and authenticates a caller. These cards may be needed by employees while traveling. Department heads should address their requests for cards to the Network & Telecommunications Services Office by letter.

Please insure that appropriate precautions are taken to prevent misuse of these authorization cards as your department will be charged for all telephone calls placed by using the authorization cards assigned to your department. All lost cards should be reported immediately to the Network & Telecommunications Services Office by letter.

.110 KANS-A-N Calling Card Dialing Instructions

You may place a call at any time to any number in the 50 states or Caribbean Islands, but different procedures apply to different circumstances, as follows.

Calling from a touch tone telephone (24 hours/day)

1. Dial 1-800-503-2801 and then listen for the prompt.
2. Enter the 14 digit authorization code and then listen for the prompt.
3. Enter the 10 digit number you want to call.

Note: Do not dial 0 or 1 before dialing the area code.

Calling from the US to another country

1. Dial 1-800-503-2801 and then listen for the prompt.
2. Enter your authorization number and then listen for the prompt.
3. Enter 011, the country code, city code and then the telephone number.

Note: 011 alerts the system that you are making an international call. The country code is part of the telephone number.

.0290 Directory Assistance

To obtain directory assistance call 1-area code-555-1212. The directory services cost is billed back to the department on the Network & Telecommunications Services statement.

.130 Conference Calls

Network & Telecommunications Services provides audio conferencing services for a minimal charge to university departments. Conference ports are available for a maximum of 68 participants at any one time. To schedule a conference call go to: [Scheduling a Conference Call](#) or call 2-7000 for assistance. Confirmation and instructions will be sent after scheduling takes place.

Teleconferencing can be considered as a meeting conducted over phone lines between two or more individuals or groups of people at different locations. The wide range of teleconferencing equipment available today makes conferences possible between both large and small groups with little regard to the problems of widely separated geographic locations. A well-planned teleconference is a powerful tool in bringing people together without incurring travel, lodging, and meal expenses.

.1400 Cable TV

Wildcat Cable TV is provided by K-State Network & Telecommunications Services and is available for campus buildings and offices. ~~It is also available for students in residence halls and the Jardine housing complex.~~ University departments must complete a [Telephone Work Order through Service Now](#) to obtain service. [Submitting a Work Order – SERVICE NOW link](#)

.1510 Repair Services

To report repairs for telephones, cable TV, ethernet, or jacks please call 2-7111. Repairs should not be reported through the Service Now system.

.1620 Rates for Long Distance Service/International Rates

Each call is identified to the department by the department telephone number, ~~or calling card number.~~ The department will be billed for service on the basis of time used per call. Keep your calls short and for official business only. All calls after 30 seconds will be charged whether they are answered or not. International rates for K-State departments are listed on the [International Rates Summary website](#).

.1730 Payment for Service

A statement to each Kansas State University department will be sent each month for the long distance calls, equipment, line charges and, if appropriate, current work order charges.

When sent to the department, each call listed on these statements will be charged to the fund and account the department has predetermined and preauthorized. All calls will be listed under the station number from which the call was placed.

Departments will be responsible for paying for all calls placed from their telephones. Care should be taken to prevent unauthorized and unofficial use of telephones.

Departments may make funding changes by going to the Online Chargeback. New FIS numbers may be added and charges moved between funding numbers already listed. Changes may be made until 5:00 pm of the due date listed on the invoice. If no changes are necessary, departments do not have to submit anything. After the due date online entry will be closed and the charges will be transferred electronically.

New FIS numbers entered through the Online Chargeback are considered one-time changes. One time funding changes will not carry forward for subsequent months unless requested by a letter addressed to the Chief Information Officer, ~~125 Foundation Center~~ 125 Unger Complex or an email sent to its@k-state.edu. Changes involving more than one department will require letters or emails from both departments.

If you have questions regarding your charges, please contact billing at 2-7331 or 2-7003.

.140 Related Knowledge Base Articles

[KB 14411: K-State Telephone Dialing Instructions](#)

[Telephone Work Order Forms Service Now](#) page

.150 Related K-State Policies

[PPM 6310 Purchasing](#)

[PPM 3480 Wireless Local Area Network Policy \(name subject to change\)](#)

.1860 Questions

Report communication problems to Network and Telecommunications Services at 532-7000. Questions regarding this policy should be sent to the [Chief information Officer](#) (CIO).

Attachment # 2:

December 21, 2020

To: Audrey Hubbell
Danny Fronce

From: IT Policy Review team

Re: PPM 3480 Wireless Local Area Network Policy

The IT Policy Review Team reviewed [PPM 3480 Wireless Local Area Network Policy](#) and are recommending the changes provided in the proposed revisions below. Changes include updating terminology, campuses, and updating titles. Units consulted on the revisions include:

- FSCOT
- System Administrators
- SIOC

The policy team is requesting general comments on the policy as opposed to wordsmithing. Table 1 provides a listing of policies from other universities that were reviewed. The two policies that you might review to determine if we need to additional information are from [Auburn](#) and [Washington State University](#).

Post comments [here](#).

Table 1. Links to policies from peer and other universities

Universities/dates	URL
K-State	PPM Wireless Local Area Network Policy
KU – 8/2005	Network Policy - https://policy.ku.edu/IT/network-policy#:~:text=All%20wireless%20connections%20to%20the%20network%20must%20be%20centrally%20registered.&text=Devices%20not%20compliant%20with%20IT%20disconnected%20from%20the%20University%20network.
2004	Wireless Local Area Networks Systems Policy - https://policy.ku.edu/IT/wireless-policy
Auburn 10/14/2019	Wireless networking policy - https://sites.auburn.edu/admin/universitypolicies/Policies/WirelessNetworkingPolicy.pdf

Clemson	<p>Summary about wireless</p> <p>https://ccit.clemson.edu/support/faculty-staff/get-connected/wireless/</p>
Colorado State University	<p>The University funds and operates wireless networks for University business as well as for visitors. In general, these networks are subject to the same requirements as the University's wired network (see section I.3 and II.2: "Network Security"). Due to the nature of wireless networking, devices using the Wi-Fi spectra (2.4GHz and 5GHz) are subject to additional restrictions in order to maintain a functional campus network, therefore unauthorized wireless devices shall not be connected to the University's network. Furthermore, devices that interfere with the University's use of these spectra are not permitted. Approved classes of devices, and recommended configurations, are posted at http://www.acns.colostate.edu/Policies/NetworkWireless. University business conducted via wireless devices shall use the encrypted, authenticated wireless networks provided for students, faculty, staff, and visitors from eduroam member institutions.</p> <p>Network Operations:</p> <p>http://policylibrary.colostate.edu/policy.aspx?id=718</p>
Indiana University 08/17/2011	<p>Wireless networking - https://policies.iu.edu/policies/it-20-wireless-networking/index.html</p>
Iowa State University 1/6/2006	<p>Wireless - https://www.policy.iastate.edu/policy/it/wireless</p>
Louisiana State University	<p>None found – Wireless security - https://www.lsu.edu/it_services/its_security/best-practices/wireless-security.php</p> <p>Interference – Overview - https://grok.lsu.edu/article.aspx?articleId=17701</p>

Oklahoma State University	Appropriate use policy - https://adminfinance.okstate.edu/site-files/documents/policies/appropriate-use-policy.pdf
Oregon State University	Network policy - https://is.oregonstate.edu/net/network-policy#:~:text=If%20you%20connect%20to%20the%20university%20network%2C%20you%20MUST%20NOT,at%20all%20Oregon%20State%20locations. https://leadership.oregonstate.edu/sites/leadership.oregonstate.edu/files/08-010_university_network_administration.pdf
NC State NC Greensboro	Wireless network access – more procedural - https://oit.ncsu.edu/my-it/resnet/rhwireless_reg/ https://policy.uncg.edu/university-policies/wireless/
Stanford University	Related – University wide Computing policy - http://med.stanford.edu/irt/personal-computing/network-access/policies.html
University of Massachusetts - Amherst	Acceptable use interpretation guidelines https://www.umass.edu/it/policies/it-policy-acceptable-use-interpretation-guidelines
Washington State University	Wireless Local Area network management - https://policies.wsu.edu/prf/index/manuals/87-00-information-security/87-35-wireless-local-area-network-management/ Network policy
7/2020	

<https://policies.wsu.edu/prf/index/manuals/executive-policy-manual-contents/ep16-university-network-policies/> (Feb. 4, 2020)

PROPOSED REVISIONS:

Wireless ~~Local Area Networking~~ Policy

Chapter 3480

~~Revised September 2, 2010~~

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.050 Implementing Procedures

~~**.050 Definitions**~~

~~.060 Sanctions~~

.070 Questions

.010 Purpose

The Division of Information Technology (IT) is charged with the responsibility of managing the infrastructure of the Kansas State University data network. To carry out this responsibility, IT manages Kansas State's network infrastructure, including wireless networking. Specifically, the policy:

- Guides the deployment of all K-State wireless networks to ensure reliable, compatible, and secure operation.
- Protects the security of K-State's information resources and electronic communications.
- Arbitrates possible interference in the FCC unlicensed radio frequency spectrum used by wireless devices.

.020 Scope

This policy applies to all uses of ~~Wireless networking Local Area Network (WLAN)~~ technologies at all physical locations on the Manhattan, **Olathe** and **Salina Polytechnic** campuses of Kansas State University, both inside buildings and in outdoor areas, and including student residence halls. Exceptions may only be granted by the Chief Information Officer. ~~#~~ **The policy does not apply to cellular wireless technology.** ~~All K State information technology policies apply to the use of K State's wireless networks, as do all other applicable K State policies and procedures and all federal, state, and local laws.~~

.030 Effective date

Revised September 2, 2010

Revised 2021

.0340 Policy

Authority, Standards, and Access

~~The Chief Information Officer (CIO) or designee is responsible for establishing and enforcing all WLAN wireless networking technology standards. Any WLAN wireless networking installation or use that varies from this standard must be approved by the CIO.~~

~~K-State Computing and Network and Telecommunications Services~~ (or The Division of Information Technology) Services (CTS) will be the sole provider for the design, specification, installation, operation, maintenance, and management services of the University's wireless network. In addition, the Division of Information Technology is responsible for the acceptable use and security of the wireless network. ~~Access Points~~. The installation and use of unauthorized wireless network technologies is prohibited. The Chief Information Officer has the authority to require cessation of unauthorized use of wireless devices.

.050 Implementing Procedures

- Wireless network access will be provided by the Division of Information Technology in conjunction with appropriate local network support staff and meet all state and federal regulations.
- Only ~~K-State University students, faculty, staff, students,~~ employees, and authorized visitors may use the K-State ~~WLAN~~ wireless networking; exceptions must be authorized by the CIO or designee.
- All university ~~WLANs~~ wireless networking must be configured according to security standards established by the Division of Information Technology and meet all state and federal regulations. The ~~Office of Information Security and Compliance~~
- The Chief Information Security Officer will be responsible for managing the security of the K-State ~~WLAN~~ wireless network. All ~~WLAN~~ wireless networking communications must be encrypted.
- All wireless devices using the ~~K-State WLAN~~ network must be registered with ~~CTS~~ the Division of Information Technology.
- Before units purchase IoT devices, the Division of Information Technology needs to be consulted to ensure accommodation on the wireless network.
- Devices that interfere with the University's use of these spectra are not permitted.
- The Division of Information Technology will work with faculty and staff on specific needs to ensure that the request for wireless technologies fits/cooperates/can be accommodated (without interfering with the wireless network) within the university environment. OR

The Division of Information Technology will review specific needs of faculty and staff that request wireless technologies for teaching, research or service and will accommodate when reasonably possible.

Interference

WLANs ~~Wireless networks~~ often operate in unlicensed frequency bands shared with other wireless devices that may disrupt the operation of the K-State wireless network. To assure the highest level of service to WLAN ~~clients using the wireless network~~, the use of devices in the same frequency range as the K-State ~~wireless network~~ is discouraged. In cases of significant interference problems, the owner of the interfering device may be required to cease its operation. In cases where the interfering device is being used for a specific teaching or research application, CTS ~~Information Technology~~ will work with faculty to mitigate the interference and accommodate the device without disrupting the K-State ~~WLAN University's wireless network~~. In the event that both cannot operate without interference, use for specific teaching or research applications will take precedence over the general access WLAN. The Chief Information Officer has the authority to require cessation of unauthorized use of wireless devices.

.0450 Definitions

Access Point

A network device that serves as a communications "hub" for wireless nodes, typically providing a connection to the wired LAN ~~local area network~~ and therefore transporting data between the wireless and wired networks.

Wireless node

A device, such as a notebook computer or handheld PDA?, ~~laptop or tablet equipped with~~ wireless data communications capability.

Wireless Local Area Network (WLAN) Networking

A wireless network within an limited area consisting of one or more wireless Access Points that provide network connectivity for wireless nodes. In essence, a WLAN provides the functionality of a wired LAN without the physical constraints of the wire.

.060 Sanctions

Failure or refusal to comply with this policy may result in discipline up to and including dismissal.

.0570 Questions

Questions regarding this policy should be sent to the [Chief Information Officer \(CIO\)](#).

DRAFT:

Wireless Networking Policy

Chapter 3480

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.010 Purpose

The Division of Information Technology (IT) is charged with the responsibility of managing the infrastructure of the Kansas State University data network. To carry out this responsibility, IT manages Kansas State's network infrastructure, including wireless networking. Specifically, the policy:

- Guides the deployment of all K-State wireless networks to ensure reliable, compatible, and secure operation.
- Protects the security of K-State's information resources and electronic communications.
- Arbitrates possible interference in the FCC unlicensed radio frequency spectrum used by wireless devices.

.020 Scope

This policy applies to all uses of wireless networking technologies at all physical locations on the Manhattan, Olathe and Polytechnic campuses of Kansas State University, both inside buildings and in outdoor areas, including student residence halls. Exceptions may only be granted by the Chief Information Officer. The policy does not apply to cellular wireless technology.

.030 Effective date

Revised September 2, 2010

Revised 2021

.040 Policy

The Division of Information Technology will be the sole provider for the design, specification, installation, operation, maintenance, and management services of the University's wireless network. In addition, the Division of Information Technology is responsible for the acceptable use and security of the wireless network. The installation and use of unauthorized wireless network technologies is prohibited. The Chief Information Officer has the authority to require cessation of unauthorized use of wireless devices.

.050 Implementing Procedures

- Wireless network access will be provided by the Division of Information Technology in conjunction with appropriate local network support staff and meet all state and federal regulations.
- Only University students, employees, and authorized visitors may use the K-State wireless network; exceptions must be authorized by the CIO or designee.
- All university wireless networking must be configured according to security standards established by the Division of Information Technology and meet state and federal regulations.
- The Chief Information Security Officer will be responsible for managing the security of the K-State wireless network. All wireless networking communications must be encrypted.
- All wireless devices using the K-State network must be registered with the Division of Information Technology.

- Before units purchase IoT devices, the Division of Information Technology needs to be consulted to ensure accommodation on the wireless network.
- Devices that interfere with the University's use of these spectra are not permitted.
- The Division of Information Technology will work with faculty and staff on specific needs to ensure that the request for wireless technologies fits/cooperates/can be accommodated (without interfering with the wireless network) within the university environment. OR

The Division of Information Technology will review specific needs of faculty and staff that request wireless technologies for teaching, research or service and will accommodate when reasonably possible.

.060 Sanctions

Failure or refusal to comply with this policy may result in discipline up to and including dismissal.

.070 Questions

Questions regarding this policy should be sent to the Office of the [Chief Information Officer](#) (CIO).