# **Network Access Protocol**

# 1. Purpose

* 1. To clearly define whom shall have access to the MSU network and the protocol of gaining such access.

# 2. Request for Access to MSU Network

* 1. MSU Network Access:
		1. Full-time staff, Part-time Managers, Committee Commissioners, Executive Board members, and SRA Caucus Leaders will be given access to the MSU Network and to e-mail, only after they have been advised of and agree to abide by the MSU Network Access Terms and Conditions. A copy of the MSU Network Access Terms and Conditions is attached (Appendix A);
		2. Full-time staff, Part-time Managers, Committee Commissioners, Executive Board members, and SRA Caucus Leaders will be given use of a network login and password, only after they have met with the Network Administrator and have completed the individual network training session. The training session must be arranged with the Network Administrator and must be completed prior to October 1 of each year;
		3. Each user granted access, will be given a user ID and an individual password, which will allow them access to the appropriate files on the MSU Network as well as access to the official department, service, committee, or SRA Caucus e-mail account.

# 3. Internet Access

* 1. Proxy Server Access
		1. Internet access (Proxy Server Access) is available to all registered undergraduate students, through McMaster University Technology Services (U.T.S), upon request to U.T.S. (Appendix B).
	2. Terms and Conditions
		1. The MSU will grant Internet access to full-time employees by setting up a Web Proxy Server account for an individual requesting Internet access. When the access request is approved The MSU will grant Internet access to full-time employees by setting up a Web Proxy Server account for an individual requesting Internet access. When the access request is approved by U.T.S., the user requesting Internet access will be given a login identification name as well as a password with which to log n to the McMaster University Proxy Server;
		2. Each individual will be held responsible for any prohibited activity, which takes places while their login is in use.
	3. Use of the Internet
		1. Internet access must not be used for illegal purposes. The transmission of any material that is in violation of any Canadian federal or provincial statutes or court order is prohibited;
		2. Internet access must not be used to attempt unauthorized access to systems, software or data, nor to interfere with or disrupt network users, services, or equipment. Disruptions include, but are not limited to, propagation of computer worms and viruses, the broadcast of intrusive or unsolicited advertising, and behaviour that impacts negatively, the work of users of the network or other connected networks;
		3. Internet access must not be used to transmit any communication where the meaning of the message, or its transmission or distribution, is intended to be or is likely to be perceived as being abusive, offensive, or harassing to the recipient or recipients thereof;
		4. Passwords and login identification must not be given out to unauthorized users and authorized users must not log in to the Web Proxy Server for unauthorized users;
		5. The MSU Board of Directors will be the sole arbiter of what constitutes violations of any of the above requirements;
		6. **Breach of any of the above Terms & Conditions will result in network privileges being suspended immediately. Disciplinary measures may also be taken.**

# 4. MSU Network Access: Terms & Conditions

* 1. Full-time staff, Part-time managers, Committee Commissioners, Executive Board members, and SRA Caucus Leaders will be given access to the MSU Network, as well as to the Internet e-mail, only after they are advised of and agree to abide by the following MSU Network Access Terms & Conditions, as well as attend an individual computer/network training session with the Network Administrator;
	2. Terms & Conditions:
		1. Each MSU Network user granted access, will be given a user ID and an individual password by the Network Administrator. Only users who have been issued a user ID and password will have access to the MSU Network;
		2. Computer access is provided to the MSU Network for Part-time managers, Committee Commissioners, Executive Board members, and SRA Caucus Leaders in the MSU Committee Room;
		3. A network password is not to be used by anyone other than the individual to whom it was originally issued;
		4. All files created are to be saved in the appropriate directory on the MSU Server. Managers will have their own directory on the Server;
		5. No unauthorized software is to be installed on any MSU owned computer;
		6. Department managers will be responsible for ensuring that only properly licensed software is installed on the computers within their department;
		7. Department managers will ensure that the license documentation for all software purchased and installed on MSU computers, is given to the Network Administrator for filing in the MSU Archives;
		8. USB Flash Drives are to be scanned for viruses before being used in any MSU computer. Department managers will be responsible for ensuring that the computers within their department remain free of any and all viruses;
		9. MSU computers and/or components are not to be moved or relocated without written approval from the MSU Board of Directors or Network Administrator;
		10. MSU computer hardware is not to be altered in any way by anyone except the MSU Network Administrator;
		11. No one shall tamper in any way with the network cabling or Ethernet connection boxes within the MSU Network;
		12. **Breach of any of the above Terms & Conditions will result in network privileges being suspended immediately. Disciplinary measures will also be taken.**