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| <u>ADMINISTRATIVE POLICY</u><br><br>ADAMS STATE COLLEGE  | POLICY NUMBER:<br>500-001   | PAGE NUMBER<br>Page 1 of 6 |
|   | CHAPTER:            Computing Services  |                            |
|   | SUBJECT: ASC Network Bandwidth Policy   |                            |
| RELATED POLICIES:<br>ASC Trustee Policy Manual : Section 7.1: Duties and Responsibilities of the College President...(in part) The President is also expected to ensure that the policies, procedures and actions of the Board are communicated to appropriate constituencies of the College in a timely manner.<br><br>OFFICE OF PRIMARY RESPONSIBILITY:<br>Computing Services | EFFECTIVE DATE:            01 January 2010  |                            |
|   | SUPERSESION:                13 November 2006  |                            |
|   | <br>Dr. David Svaldi<br>President |                            |

I. POLICY

- A. Campus network bandwidth is an important and limited resource which must be managed for all campus networks.
- B. Under circumstances of Internet link congestion, priority will be given to maintaining Internet accessibility to meet ASC business continuity and clear academic needs.
- C. Computing services attempts to keep the ASC Internet link usable for the entire campus community. Any behavior determined by Computing Services to be abuse of ASC Internet bandwidth may result in temporary or permanent suspension of some or all ASC network privileges.
- D. Serving is disabled for most networks by default. Customers must request Internet connections be allowed to their systems.
- E. Media Access Control (“MAC”) address registration is required for all campus network devices.
- F. The number of Internet connections for any campus network device is controlled.

II. PURPOSE

The purpose of this policy is to ensure that Internet access is available to meet ASC business continuity and clear academic needs and to enforce fair use of bandwidth for the ASC campus community.

III. DEFINITIONS

- A. Internet link: The network connection providing primary campus access to the Internet.
- B. Bandwidth: The amount of information or data that can be sent over a network connection within a given period of time. Bandwidth is usually stated in bits per second (bps), kilobits per second (Kbps), megabits per second (Mbps), or kilobytes per second (KB/s).
- C. Residential Network (“ResNet” or “Resnet”): A network provided by a College or University that serves the personal computers of students in their residence halls.

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- D. Network Device: Any device requiring an Internet Protocol address to connect to the campus network and use the campus Internet link.
- E. Internet Protocol (“IP”) Address: A numerical address assigned to every computer on the Internet.
- F. Media Access Control (“MAC”) address: A unique identifying number assigned by the manufacturer to every network hardware device; no two MAC addresses are alike.
- G. Serving: Allowing connections to a network device (server) originating from other network devices (clients).
- H. Malware: Refers to any software designed to cause damage (malicious software).

#### IV. PROCEDURES

- A. Any behavior determined by Computing Services to be abuse of ASC Internet bandwidth may result in temporary or permanent suspension of some or all ASC network privileges.
- B. In the event campus bandwidth is being severely impacted by a campus computer, Computing Services will take the following “real time” actions:
  1. In the case of a student, the computer associated with the offending IP address will be redirected to a webpage which tells the student to contact Computing Services to have the network access for that computer re-enabled.
  2. In the case of staff and faculty, the computer associated with the offending IP address will be firewalled from the network to prevent additional bandwidth impact. Every effort will be made to contact the staff or faculty member identified to the computer prior to blocking the IP address.
  3. In the case of a guest, the computer associated with the offending IP address will be redirected to a webpage which tells the guest to contact Computing Services to have the network access for that computer re-enabled.
- C. Faculty or ResNet systems will be allowed to serve. Systems allowed to serve may have less connectivity to resources on the ASC campus network.
- D. The number of allowed connections per device may be changed at any time to better manage campus Internet bandwidth.
- E. Accidental abuse of ASC Internet bandwidth may result in temporary suspension of some or all ASC network privileges.
- F. Reasonable attempts of notification will occur before any suspension of network privileges if circumstances allow.
- G. Attachment A to this policy provides comprehensive guidelines for ASC’s response to bandwidth violations.
- H. Attachment B provides a sample ASC Computer Misuse Notification Form that is used to document bandwidth violations.

#### V. RESPONSIBILITY

Computing Services is the primary organization responsible for ensuring this policy is properly disseminated and implemented

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VI. AUTHORITY

This policy has been prepared under the authority of the President, Adams State College, as delegated by the ASC Board of Trustees.

VII. HISTORY

Original: 13 November 2006

Revised: 1 January 2010

VIII. ATTACHMENTS

Attachment A: Escalating Response to Bandwidth Abuse

Attachment B: ASC Computer Misuse Notification Form

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**Attachment A**  
**ASC Escalating Response to Bandwidth Abuse**

| Offense | Actions   |
|---------|---|
| 1st     | <p>A. Student: The student must meet with either the Computing Services Support Services Lead or the ResNet Lead to discuss the incident; the student will sign an ASC Computer Misuse Notification form indicating they have been counseled regarding bandwidth abuse.</p> <p>B. Staff or Faculty: The staff or faculty member will meet with either the CIO (staff) or Director of Academic Instructional Technology (faculty) to discuss the incident; the individual will sign an ASC Computer Misuse Notification form indicating they have been counseled regarding bandwidth abuse; the individual's department manager or department chair will be notified of the incident.</p> <p>C. Guest: The identified individual must talk with either the CIO or Support Services Lead to discuss the incident; the guest user must sign an ASC Computer Misuse Notification form in order to continue receiving guest Internet access privileges.</p>  |
| 2nd     | <p>A. Student: On-campus students will meet with the Housing Director, Support Services Lead or ResNet Lead to discuss the incident; off-campus students will meet with the Dean of Students and Support Services Lead or ResNet Lead to discuss the incident; the student must sign an ASC Computer Misuse Notification form in order to re-enable their network account; for on-campus students, a Computer Misuse Notification Form will be placed in the student's housing file; for off-campus students, a Computer Misuse Notification Form will be placed in the student's file maintained by the Office of the Dean of Students; Computing Services will also keep the form on file for one academic year.</p> <p>B. Staff or Faculty: The staff or faculty member will meet with the CIO (staff) or Director of Academic Instructional Technology (faculty) and appropriate Department Manager or Department Chair to discuss the incident; the individual will sign an ASC Computer Misuse Notification form indicating they have been counseled regarding bandwidth abuse.</p> <p>C. Guest: The identified individual must talk with either the CIO or Support Services; the identified individual will not be allowed guest Internet access for the remainder of the semester; the violation will be documented on the ASC Computer Misuse Notification form; the form will remain on file within Computing Services for one academic year.</p> |
| 3rd     | <p>A. Student: The student will meet with the Dean of Students or Director of Housing Support Services (whichever is appropriate) and the Support Services Lead or ResNet Lead to discuss the incident; the student must sign an ASC Computer Misuse Notification form in order to re-enable their network account; the student's ASC computer will be rate-limited for 60 days or the remainder of the semester, whichever is longer. The student will be able to accomplish "normal" Internet functions such as email and general browsing; the student will not be able to perform bandwidth-intensive applications; the ASC Computer Misuse Notification form will be placed both in the student's housing file (if appropriate) and the student's file maintained by the Office of the Dean of Students; the form will remain on file within Computing Services for one academic year.</p>   |

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|  | <p>B. Staff or Faculty: The staff or faculty member will meet with the CIO and appropriate Department Manager or Department Chair to discuss the incident; the staff or faculty member's ASC computer will be rate-limited for 60 days or the remainder of the semester, whichever is longer; The staff or faculty member will be able to accomplish "normal" Internet functions such as email and general browsing; the faculty member will not be able to perform bandwidth-intensive applications without first contacting Computing Services; the staff or faculty member will sign an ASC Computer Misuse Notification form; the form will remain on file within Computing Services for one academic year.</p> <p>C. Guest: The identified individual must talk with either the CIO or Support Services; the identified individual will not be allowed guest Internet access for one year; the violation will be documented on the ASC Computer Misuse Notification form; the form will remain on file within Computing Services for one year.</p> |
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**Attachment B**  
**ASC Computer Misuse Notification Form**

Date of Incident: \_\_\_\_\_

Student No.: \_\_\_\_\_

Violation No.: \_\_\_\_\_

Category of Misuse: (Check the applicable category & attach corroborating documentation to this form)

- Excessive Use of Campus Bandwidth
- Receipt of DMCA or RIAA Infringement Notifications
- Other (describe below)

-----  
I acknowledge that I have been counseled by ASC Computing Services regarding the computer misuse described above. I am aware that I have an obligation to use ASC campus computing resources in accordance with ASC's Acceptable Use Policy and that continued violation of this policy may lead to temporary and/or permanent termination of my ASC computer account.

Additionally, in the case of a DMCA or RIAA infringement, my signature also indicates that I have deleted the material identified in the infringement notification, as well as any associated backups. If the material in question was purchased legitimately, my signature indicates that the file sharing program used to share the identified material has been removed from my computer.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature/Date

\_\_\_\_\_  
CS Printed Name

\_\_\_\_\_  
CS Signature/Date