



BUCKINGHAMSHIRE
NEW UNIVERSITY

EST. 1891



NETWORK ACCESS POLICY

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Definitions

For the purpose of this policy anyone accessing our IT Services / infrastructure will be called a 'Service User' this includes but is not restricted to employees, students, visitors, contractors, partners etc

Overview

- 1 Bucks New University's Information Systems are provided as a central resource for Bucks New University Service Users. It is important that the network infrastructure, which includes cabling and associated devices continues to develop with sufficient flexibility to meet Bucks New University demands while at the same time remaining capable of exploiting anticipated developments in high speed networking technology to allow the future provision of enhanced user services.

Purpose

- 2 The purpose of this policy is to establish the rules for the access and use of the network infrastructure. These rules are necessary to preserve the integrity, availability and confidentiality of Bucks New University information.

Scope

- 3 This policy applies to all Bucks New University Service Users that have access to Bucks New University's Information Resources.

Policy

- 4 Users are permitted to access and use only approved Information Resources. Users inside the Bucks New University firewall may not connect to the Bucks New University network if they are using a wireless connection to connect to an external network.

Non IT IS&T Staff or Contractors shall not:

- 5 Extend or re-transmit network services by installing a router, switch, hub, or wireless access point to the Bucks New University network
- 6 Install network hardware or software that provides network services
- 7 Alter network hardware in any way
- 8 Download, install, or run security programs or utilities that reveal weaknesses in the security of a system
- 9 Run password cracking programs, packet sniffers, network mapping tools, or port scanners

The IS&T Director shall ensure:

- 10 Bucks New University has implemented procedures and processes for the authorisation and/or supervision of employees who work with sensitive information or in locations where it might be accessed.
- 11 Procedures exist to ensure the access of an employee to sensitive information is appropriate and the procedures are used consistently.
- 12 Procedures protect sensitive information from parent organisations and subsidiaries. Technical safeguards exist to separate sensitive information used by Bucks New University to protect against unauthorized access by other organisations.
- 13 Procedures grant access to sensitive information through access to a workstation, device, transaction, program, or process. Procedures specify the proper functions to be performed, the manner in which those functions are to be performed, and the physical attributes of a specific device that can access sensitive information.
- 14 Procedures identify devices that access sensitive information and those that do not. Procedures specify where to place and position workstations to only allow viewing by authorized individuals. Procedures specify the use of additional security measures (e.g. privacy screens, password protected screen savers, auto logoff, etc.) to protect workstations with sensitive information.
- 15 Procedures address device use for users that access sensitive information from remote locations.
- 16 Procedures specify that electronic sessions be terminated after a specified period of inactivity. Automatic logoff is implemented on all devices that have access to sensitive information. Refer to the Securing Information Systems Policy for more information.

Enforcement

- 17 Any Service Users found to be in breach of this policy may be subject to disciplinary action, up to and including termination.

Distribution

- 18 This policy is to be distributed to all Bucks New University Service Users.