Procedure for Network Access for Non-UNCW Entities

Description

In accordance with the provisions set forth in ITS policy 07.100 III, C, electronic computing and communication technologies increase the risks of actions, deliberate or not, that are harmful in various ways, including (1) interference with the rights of others; (2) violation of the law; (3) interference with the missions of the university; (4) endangering the integrity of the university’s computer and communication networks. Per the provisions set forth in ITS policies 07.100.01, C, computers, networks and all access privileges are granted for exclusive and individual use to which they are assigned in order to maintain non-repudiation on the aforementioned systems.

The purpose of this procedure is to permit group computer and network access for Non-UNCW entities that are visiting the UNCW campus under supervision by a UNCW faculty or staff member. Failure to comply with these provisions is a violation of UNCW ITS policy 07.100 and constitutes misconduct. Violators are subject to denial of access to UNCW’s technological network.

Procedure

One week prior to arrival, the sponsoring party shall notify ITS of the need for guest access via the attached request form. Each visiting group will have their own account as determined by ITS. The account will be time limited such that the account will be disabled automatically upon the date supplied by the sponsor.

Prior to receiving the password, the sponsoring party must sign the attestation form for hosts and mail or e-mail to IT Security. Following this, ITS will supply the sponsoring party with the username and password for the account. Upon receipt of the account information, the full responsibility of the account lies with the sponsoring party and they are liable for all actions that take place while the account is active during the designated time period.

The sponsoring party is responsible for recording each visitor who uses the guest account. This log must record the guest’s name, the MAC address of the device they are using and the duration (date and time) that they used the account. Whenever possible, validate the guest’s identity via government-issued identification card.

The sponsoring party is solely responsible for the recording and storage of this log and it must be stored per the terms defined in the State of NC retention schedule. In the event of any misconduct, ITS will request the logs from the sponsoring party for investigatory reasons. Please use the attestation statement for non-UNCW entities for recording these entries.
Network Access for Minors

Knowing that UNCW is an institution of higher education and does not filter internet content, a statement must be signed by a parent/legal guardian in the event that a person 17 years of age or younger will be accessing the network. This documentation is the sole responsibility of the host in accordance with the Children’s Internet Protection Act of North Carolina. Further information can be found in New Hanover County School policy 7188.

Requesting Network Access for Non-UNCW Entities

The form for this request can be completed online via http://uncw.edu/itsd/documents/ITSDComputerAccessRequestForm.pdf. Please mark “other” as the employee status and describe the need for guest access on the form. You must include a copy of the attestation form for hosts on the following page for your requested to be accepted.
UNCW Systems Access for Non-UNCW Entities

Attestation Statement for Hosting Non-UNCW Entities

Pursuant to ITS policy 07.100, I agree to comply with the provisions set forth in the Procedure for Network Access for Non-UNCW Entities.

I hereby take full responsibly for all activities conducted on this account while assigned to me.

Name (Print): ________________________________________________________________

Signature: ___________________________________________________________________

Date: ______________________________________________________________________
UNCW Systems Access for Non-UNCW Entities

Attestation Statement for Non-UNCW Entities & Access Log

Pursuant to ITS policy 07.100, I agree to comply with the provisions set forth in the Procedure for Network Access for Non-UNCW Entities.

I hereby take full responsibly for all activities conducted on this account while assigned to me.

Host

Name (Print): ________________________________________________________________
Signature: _________________________________________________________________
Date: _____________________________________________________________________

Guest

Name (Print): ________________________________________________________________
Signature: _________________________________________________________________
Date: _____________________________________________________________________
MAC Address: ______________________________________________________________
Logged On Date & Time: _______________________________________________________
Logged Off Date & Time: _______________________________________________________

Sample Log

<table>
<thead>
<tr>
<th>Client Name</th>
<th>MAC Address</th>
<th>Logged On Date &amp; Time</th>
<th>Logged Off Date &amp; Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Doe</td>
<td>90-B1-1C-7F-D8-CD</td>
<td>5/23/14 3:53 PM</td>
<td>5/23/14 5:03 PM</td>
</tr>
</tbody>
</table>