



SBCS

Wi-Fi Policy and Procedure Document

DRAFT 5 : 2013-10

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Overview

This document details the guidelines for accessing and using the wireless (Wi-Fi) service provided to the Student, Faculty and Staff (hereafter referred to as the *User*) by SBCS via the IT department (hereafter referred to as the *Provider*) while on campus and meets the requirements and goals encapsulating the service.

Users are required to follow basic Netiquette rules (see *Student Handbook, pages 23-24*) and will be subject to established SBCS disciplinary practises.

This document shall be lodged with the *Provider* and an electronic copy will be available on the website (Student Services → SBCS Wireless Access – Policies and Procedures) for the *User's* review.

The *Provider* will ensure that changes to the document are replicated to the web within 16 business-hours and suitable advisory will be given to alert the *User* of the change. *Users* are advised that this Policy and supporting Procedures are subject to change without the *User's* prior notification or consent.

Glossary

Here are a few terms used throughout this document; a brief description is provided for your benefit.

1. **Wireless (Wi-Fi) :**
 1. The ability of two devices to communicate without physical attachment ([read more](#))
2. **Access Point (AP) / Wireless Access Point (WAP):**
 1. Allows Wi-Fi enabled device(s) to connect to a network ([read more](#))
3. **User-Installed Access Point (My-Fi):**
 1. WAP or Wi-Fi sharing device installation that is not managed by *Provider*
4. **Campus Wi-Fi:**
 1. The term used to refer to SBCS Public Wi-Fi,
 2. May refer to F-Spot but will be explicitly stated.
5. **Course Administrator (CA)/Programme Administrator(PA)/ Central Academic Administration (CAA):**
 1. CA/PA are the generic names given to your Faculties administrative staff,
 2. CAA is the team that coordinates all academic initiatives.

Statements

These are the governance statements surrounding the use of the Campus Wi-Fi:

1. **Hierarchy:**
 - 1.1. SBCS Public is the official Campus Wi-Fi
 - 1.2. F-Spot extends the Campus Wi-Fi and is provided in collaboration with FLOW at specific locations
 - 1.3. My-Fi installations are otherwise prohibited and not maintained by IT
 - 1.4. SBCS Public is given top-priority over any other Wi-Fi platforms.
2. **Usage:**
 - 2.1. Your intention for accessing the Campus Wi-Fi is to achieve your academic objectives
 - 2.2. You will NOT intentionally game, stream (music/videos) arbitrarily, plagiarise, pirate, infect, hack, deny, flood, deface, pilfer, steal, or politicise, via Campus Wi-Fi connection
 - 2.3. You will NOT intentionally sabotage, subvert, or destroy Campus Wi-Fi infrastructure
 - 2.4. When using online services you will save and backup your work regularly to prevent data loss or corruption
 - 2.5. You will respectfully recognise the presence of your lecturer during class (Access should only be done in class, on the request of your lecturer, DO NOT Access Campus Wi-Fi unless there is specific bearing with your current class session and you are so instructed by the lecturer)
 - 2.6. *Provider* reserves the right to deny access to the Campus Wi-Fi network.
3. **Coverage:**
 - 3.1. Campus Wi-Fi does provide full campus coverage
 - 3.2. F-Spot is located in the Café and Library spaces
 - 3.3. My-Fi installations are otherwise not allowed
4. **Access:**
 - 4.1. Connection to the Campus Wi-Fi is open
 - 4.2. Connection prevents inter-PC communication thus preventing infection and hacking via Campus Wi-Fi, users are still advised to install a firewall and antivirus, to prevent direct infection from websites
 - 4.3. Browsing the web via the Campus Wi-Fi may require additional configuration to your device:
 - 4.3.1.SBCS Public – may require additional configuration,
 - 4.3.2.F-Spot – no additional configuration,
 - 4.3.3.My-Fi – installations are otherwise prohibited.

5. **Amicable environment:**
 - 5.1. You will express discipline, courteousness, and consideration for others within your vicinity
 - 5.2. Use appropriate volume levels on speaker and/or headphones for audio-based content
 - 5.3. Refrain from content that will distract you or others from maintaining said environment

6. **Consequences:**
 - 6.1. With sufficient evidence (eye witness and/or surveillance footage) this may result in disciplinary actions such as, loss of privilege, suspension, or expulsions, following SBCS' established protocols.
 - 6.2. Asked to resolve, clean, replace, or return anything disrupted, restoring to its former state.

7. **Provider's scope of work:**
 - 7.1. NOT responsible or authorized to install software on the *User's* device as it is assumed that the User has all the necessary software required to connect to the Campus Wi-Fi
 - 7.2. NOT responsible or authorized to troubleshoot problems on the *User's* device beyond connectivity, it is assumed that the *User's* device already detects the Campus Wi-Fi
 - 7.3. NOT responsible for the maintenance and repair to personal devices used under the policy

Liability

Both the *User* and *Provider* will be liable as outlined below:

1. *User:*
 - 1.1. IS LIABLE for damages to Campus Wi-Fi infrastructure resulting from his/her actions
 - 1.2. IS LIABLE for illegal activity traced to his/her device connection via the Campus Wi-Fi
 - 1.3. IS LIABLE for Franchise disrepute or losses sustained due to illegal activity via the Campus Wi-Fi

2. *Provider:*
 - 2.1. NOT LIABLE for loss/repercussion due to Campus Wi-Fi disruption, restrictions, or bandwidth changes
 - 2.2. NOT LIABLE for infection or intrusion resulting from browsing the web
 - 2.3. NOT LIABLE for no/loss service due to infrastructural incompatibilities or changes

Latitude

SBCS appreciates the need to be flexible with its policies and has made provisions as follows:

1. Initially there is no latitude
2. To gain latitude, present your request to your CA/PA/CAA
3. CA/PA/CAA will liaise with Senior IT Manger or ICT Infrastructure Manager, or any designee
4. Once approved you will be exempted from any aforementioned statement and alternatives applied

Need Assistance

Want to make inquiries about this policy? Contact the IT Department at:

1. Email: it@sbc.edu.tt,
2. Telephone: 663-SBCS x 1175/1370/1470/1570, or
3. Visit us at the office of any campus:
 - a. MON-THU 9AM-6PM,
 - b. FRI 9AM-4PM, and
 - c. SAT 9AM-3PM.

Instantiation and Scope

The following should be noted about this document:

1. Guidelines apply to SBCS' community using its Campus Wi-Fi
2. SBCS' Senior IT Manager is the institution's authority for the Policy.
3. The QA/Executive Director reviewed and approved policy Oct 25, 2013
4. Tentative review on Feb 2014

Other Policies and Documentation of Note

You may find reviewing the following documents further complement or expand this Policy document:

1. Student Handbook,
2. Lab Rules, and
3. Step-by-Step Instructions for SBCS Campus Wi-Fi.

