

Chapter 5	Information Management & Services	Effective:	June 2000
Section 5.2	Infrastructure Solutions	Revised:	February 2018
<b>Policy 5.2.4</b>	<b>Network Infrastructure Administration</b>	Responsibility:	Vice President and Chief Information Officer

## **NETWORK INFRASTRUCTURE ADMINISTRATION**

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### **Organization**

Infrastructure and Security Engineering (ISE) is exclusively responsible for the UT Health San Antonio Network Infrastructure including, but not limited to, the local area network, wide area and telecommunications networks, the Internet, the OTS network and wireless/Wi-Fi networks. This responsibility includes defining standards for and approval of equipment attached to the UT Health San Antonio Network Infrastructure with the objective of maintaining a secure and reliable computing environment.

Networks are to be used consistent with the goal of facilitating the exchange of non-commercial information in support of UT Health San Antonio's missions.

- a. ISE shall design, implement and administer the Network Infrastructure (including all associated network devices) in compliance with UT Health San Antonio's Information Security Policies, Standards and Procedures.
- b. ISE shall document network and telecommunication hardware standards to ensure consistency and optimization of network performance and availability.
- c. ISE shall document Standards and Procedures for administration of the Network Infrastructure and telecommunications platforms.
- d. All connections, modifications, disconnections and installations of network hardware or software that provides network services must be approved by ISE.
- e. ISE may filter content or limit bandwidth available to services or protocols that are not critical to or in support of UT Health San Antonio's missions.
- f. Information Resources Owners or Custodians shall consult with ISE prior to implementing applications or services that are reasonably expected to require significant network bandwidth.

**UT HEALTH SAN ANTONIO HANDBOOK OF OPERATING PROCEDURES**

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- g. The acquisition, lease, subscription or rental of telecommunication devices or services and network equipment must be approved by ISE.
  - h. The physical layer infrastructure for the UT Health San Antonio’s networking services, departmental networks, underground cable plant, and microwave radio links to other UT Health San Antonio sites (including Ethernet and fiber-optic cables for data, voice or video, Wi-Fi access points and cellular antennas) must be installed per documented standards by ISE or a contractor approved and commissioned by ISE.
    - i. Network cabling through building pathways shall only be installed or modified by ISE and ISE approved contractors.
    - ii. Contractors must be vetted and approved by ISE, follow UT Health San Antonio building codes and standards, and adhere to Information Management and Services, Environmental Health and Safety, and Facilities Management inspections.
  - i. Each UT Health San Antonio department is responsible for the physical care of network or telecommunications equipment installed within their office or facility and not secured with access limited to ISE.
    - i. If equipment is lost, stolen or damaged due to abuse, ISE may charge the Information Resource Owner a fee equal to the replacement cost of the equipment.
    - ii. Lost or stolen devices must be reported in a timely manner as required by UT Health San Antonio Policies, Standards and Procedures.
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