

HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES

Chapter 5	Information Management & Services	Effective:	June 2000
Section 5.2	Systems and Network Operations	Revised:	November 2009
Policy 5.2.4	Communications Infrastructure and Equipment	Responsibility:	Vice President and Chief Information Officer

COMMUNICATIONS INFRASTRUCTURE AND EQUIPMENT

Policy

Systems and Network Operations (SNO) is responsible for management (design, installation, operations, and maintenance) of the communications and network infrastructure for the Health Science Center. This responsibility includes standards for and approval of equipment attached to the network in an effort to maintain a secure and reliable infrastructure for all users.

Infrastructure

Networks are to be used consistent with the goal of facilitating the exchange of non-commercial information in support of the Health Science Center missions. Therefore, all connections, modifications, disconnections and installations must be approved in advance by SNO. Installation of equipment, such as hubs, routers, “listening” devices or traffic monitoring equipment is expressly prohibited without explicit authorization from SNO. Additionally, network bandwidth is a precious resource and must be used in a way that acknowledges the rights of all users. Implementation of high bandwidth applications must be coordinated with SNO.

These requirements are necessary to maintain a robust and reliable infrastructure to support all users, as well as meet Information Security requirements detailed in the *Handbook of Operating Procedure* (HOP), [Section 5.8.7](#), “Network Access Policy”, and [Section 5.8.8](#), “Computer Network Security Configuration”.

Equipment Acquisition

The purchase, lease, subscription, or rental of telephones, signal transmission services, voice processing and network equipment is provided as a service to the other departments of the Health Science Center. The equipment shall be procured by SNO, ensuring that it is properly acquired; state reporting requirements are met; proper maintenance is performed; compatibility with existing equipment is maintained; facilities are optimally used; and, that both the networking and communications needs of departments are met at the least cost. Additionally, SNO will continue to manage further developments and enhancements to this infrastructure.

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Lost or Stolen Equipment

Each department is responsible for the care of the equipment assigned by SNO. If a piece of equipment is lost, stolen, or damaged due to abuse, a fee equal to the replacement cost of the equipment will be charged to the responsible department. Also, each department is responsible for reporting lost or stolen equipment to University Police and SNO.
