Policy 5.4
Connecting to the Emory Data Network

Responsible Official: Enterprise CIO and Sr. Vice Provost for Library Services and Digital Scholarship
Administering Division/Department: LITS: Library & IT Services
Effective Date: March 31, 2007
Last Revision: November 09, 2015

Policy Sections:

I. Overview
II. Applicability
III. Policy Details
IV. Related Links
V. Contact Information
VI. Revision History

Overview

This policy explains the rules about connecting devices to the Emory data network.

Applicability

This policy applies to anyone connecting a device to the Emory data network.

Policy Details

To maintain network integrity and ensure service availability, Emory University and Emory Healthcare data network connections and equipment installation are made only by authorized personnel under the direction of Library and Information Technology Services.

The Emory data network is designed to support only one actively connected device per physical port. Network users are prohibited from installing devices that provide simultaneous access to more than one physical device. Network services and wiring may not be modified or extended beyond the area of their intended use. This applies to all network wiring, hardware, and jacks.

Devices that are network intrusive (monitor, interrupt network services, or change the Emory data network topology in any way) are prohibited. Prohibited devices include, but are not limited to, port splitters, hubs, switches, routers, wireless access points, multi-homed PC’s, and packet/data monitoring equipment and/or software. All requests for additional Emory data network connections or for the relocation of a connection should be directed to Library and Information Technology Services. Any violations of standards, procedures, or guidelines pursuant to this policy will result in a disconnection of network services with a reconnection fee charged to the offending department after the offending device has been removed. In order to protect the network, the interruption in services may occur without notice. Exceptions to this policy must be obtained in writing from the Deputy CIO for Library and Information Technology Services.

Related Links

- Current Version of This Policy: http://policies.emory.edu/5.4
<table>
<thead>
<tr>
<th>Subject</th>
<th>Contact</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request for Exception</td>
<td>John Ellis</td>
<td>404-727-4871</td>
<td><a href="mailto:john.ellis@emory.edu">john.ellis@emory.edu</a></td>
</tr>
<tr>
<td>Clarification of Policy</td>
<td>John Ellis</td>
<td>404-727-4871</td>
<td><a href="mailto:john.ellis@emory.edu">john.ellis@emory.edu</a></td>
</tr>
</tbody>
</table>

**Revision History**

- Version Published on: Mar 25, 2010 *(Updated division name and contact information.)*
- Version Published on: Mar 25, 2010 *(Updated to reflect corrected organizational names and personnel.)*
- Version Published on: Mar 29, 2007 *(Original Publication)*

*Emory University policies are subject to change at any time. If you are reading this policy in paper or PDF format, you are strongly encouraged to visit policies.emory.edu to ensure that you are relying on the current version.*