



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: July 07, 2017

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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 ensure network stability, 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.

Sanctions:

- Failure to comply with this policy may have legal consequences and may result in:
 - Suspension or termination of access;
 - Disciplinary actions (up to and including termination of employment) in accordance with applicable university

policy.

Related Links

- Current Version of This Policy: <http://policies.emory.edu/5.4>

Contact Information

Subject	Contact	Phone	Email
Request for Exception	John Ellis	404-727-4871	john.ellis@emory.edu
Clarification of Policy	John Ellis	404-727-4871	john.ellis@emory.edu

Revision History

- Version Published on: Nov 09, 2015
- Version Published on: Nov 09, 2015 (*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*)

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