

## **WIRELESS DEVICE POLICY**

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### **ABSTRACT**

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Computer Services is hoping to expand wireless coverage over the campus in the coming months. Before we can configure the actual hardware devices to create the wireless network it is very important to create policies and a support structure everyone must follow at the College. It is important to note the wireless network at Hibbing Community College will NOT replace the wired infrastructure. The HCC wireless network is to be used only by faculty, staff and students at HCC. Wireless networking provides convenient access to the Web and email in many locations, albeit at a reduced speed.

A wireless network consists of access points and wireless adapters. The access point is connected to the "wired" network and sends out radio waves to wireless adapters in laptops and other devices. Several access points are installed such that their signals overlap. This allows for uninterrupted service while the individual/laptop is mobile. The radio waves are transmitted at 2.4GHz and allow the mobile units (laptops, PDAs, etc.) to connect to the wired network at 11Mbps. Although this is slower than the wired network, it is sufficient for most applications.

HCC is currently using Cisco Aironet architecture based on the 802.11b and 802.11g wireless standards. Depending on the environment, 802.11b signals can travel up to 300 meters (802.11g signals are shorter). However, the farther you are from the access point the slower the transmission speed.

### **HIBBING COMMUNITY COLLEGE WIRELESS ACCESS ZONES**

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The following list of Access Points is the OFFICIAL list of Wireless Hotspots around Hibbing Community College that can be used by all members of HCC, including Students, Faculty and Staff for NON-OFFICIAL WORK ONLY. The general public is prohibited from using our wireless access points.

Building "A": (Auto)  
None

Building "B": (ELM / RHAA / LAW)  
Wireless is deployed in the Electrical Maintenance Labs.

Building "C": (Dental, Nursing, Computer Labs)  
Wireless is deployed in the Cafeteria/Commons area. This is considered a "low security" area of the campus, except the Administrative offices at the building "M" side of this building which is considered to be "High Security" and wireless devices are PROHIBITED.

Building "D": (Science)  
Wireless is deployed in the Biology Lab and is also accessible outside the lab at the student rest area. Wireless is also deployed in the Physics/Engineering lab.

Building "FA": (Fine Arts)  
None

Building "G": (Campus Center)  
Wireless is deployed in the Campus Center building for use in the MSHA Lecture Room, Conference Room, and in the Multimedia Lab upstairs.

Building "L": (Library)  
Wireless is deployed in the Library for general use.

Building "M": (Administrative / Student Services)  
HR, Financial Aid, Student Services, and Business Office's are classified as "High Security" areas and wireless devices are PROHIBITED.

Planetarium:  
None

Pottery Building:  
None

Building "PE": (Athletics)  
None

Building "U": (Maintenance)  
None

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## SECURITY ZONES

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As is described in the MnSCU data security policy, each campus must be broken up into three distinct zones:

- Low Security
- Medium Security
- High Security

The only "High Security" zones that exist at Hibbing Community College are the Server Room, the "Hub" room, all of building "M" and the Administrative Offices located at the bookstore-end of the "C" building.

The only "Low Security" zone is the Wireless coverage located in the Commons/Cafeteria. This is defined as "low security" because of the wide range of clientele that will use that Access Point. We have to expect anyone from the public, a local business, or a student to be using that Access Point and thus only 'low security' data will be transmitted across that link.

The rest of the campus is considered to be "Medium Security."

## POLICIES

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All campus users are subject to the following wireless guidelines as well as existing guidelines for the wired network. The wireless network is an extension of the existing network and therefore falls under the control and supervision of the Computer Services department. Due to the complex nature of wireless technologies it is imperative that users of the wireless network follow the guidelines and policies outlined in this document, as well as other college and state policies.

Wireless networks are NOT a replacement for wired networks. The purpose of the wireless network is to extend the wired network by providing Web browsing and e-mail access in areas of transient use such as common areas. Wireless networks have a much smaller bandwidth than wired networks; therefore, applications that require a large bandwidth may overload the wireless network. Wireless networks work best when the number of users is limited - the more users, the smaller the share of the bandwidth available to each.

Only wireless hubs installed and managed by Computer Services will be allowed for use on the HCC wireless network. Students, Faculty and Staff are not permitted to install their own wireless networking equipment. Departments wishing to implement a wireless network must notify the Computer Services department. Computer Services will survey the site and determine the feasibility of a wireless connection. Only equipment pre-evaluated and installed by Computer Services will be used.

Certain other "wireless" devices also use the same 2.4 GHz frequency band and can cause interference to users of the wireless network. These interferences can be intermittent and very difficult to diagnose. Some of these are: other IEEE 802.11 wireless LAN devices, Bluetooth wireless devices, cordless phones and audio speakers. Purposely interfering with campus wireless systems will not be tolerated and abuse of the system will result in a reprimand to be determined by the College administration. We will not actively remove cordless phones or wireless speaker systems unless they are in fact, interfering with other wireless systems.

Computer Services needs help from all members of the campus community in minimizing the potential interference from those devices. Computer Services requests that use of all other 2.4 GHz devices be discontinued in HCC buildings. We will not actively scan the airspace for potential interfering devices however, Computer Services reserves the right to begin scanning airspace, and restrict the use of all 2.4 GHz radio devices in all buildings and all outdoor spaces on the HCC campus, as they see fit.

In cases where the device is being used for a specific class application, Computer Services will work with faculty to determine whether there are circumstances under which use of the device may still be accommodated without causing interference to other wireless network users. If you think you have an existing system that may use 2.4 GHz radios for transmission please email Don Brearley at donbrearley@hibbing.edu.

## ACCESS RESTRICTIONS

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Faculty and Staff are PROHIBITED from using any wireless system for entering or retrieving data pertaining to official college (or MnSCU) work.

This includes the use of a wireless keyboard, mouse, display, monitor, and any other input/output device operating in a wireless setting.

Access to MnSCU services such as ISRS through a wireless access point is PROHIBITED. There are NO EXCEPTIONS unless otherwise stated by the campus Data Security Officer.

Faculty and Staff MAY use a wireless access point at HCC if they are working on non-official projects, with their own personal laptops.

All campus-owned network-ready hardware that is to be used on the network must be WIRED and not connected to any existing wireless networks. These devices must also have any wireless capabilities disabled, unless otherwise stated by the campus Data Security Officer.

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### SUPPORTED HARDWARE

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At this time, HCC does not offer support for student wireless connectivity. The Dell TrueMobile adapters, Cisco Aironet adapters, and the Apple AirPort adapters are recommended and have been used successfully at HCC; however, you are free to use any 802.11b compliant wireless adapter. AirPort is a wireless architecture used for Macintosh computers. The Apple AirPort Card is the wireless adapter and, if properly configured, is permitted for use on the wireless network.

Students, Faculty, and Staff are responsible for their personally owned computers and the HCC Computer Services department is in NO WAY obligated to assist in the support or repair of a personally-owned computer used at Hibbing Community College. Computer Services also is in NO WAY obligated to help Students connect to the wired or wireless networks when using their own devices.

Computer Services will make available a sheet containing pertinent information for connecting to the Wireless Access Points around the campus to help ensure a better college experience for students.

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### POLICY REVIEWS AND CHANGES

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This policy is subject to change without notice. The campus Data Security Officer reserves the right to make exceptions, substitutions, or alterations to this policy on a case-by-case basis. Computer Services will review this policy annually. Changes and/or special requests pertaining to this policy should be directed to the campus Data Security Officer.