

Networks - Policy & Procedures

1.0 Purpose

1.1 To guarantee the seamless, safe, efficient, and successful use of AUIB network infrastructure services, network access for staff, faculty, and the AUIB community is regulated. By outlining acceptable network resource usage, the policy guarantees compliance with established university policies and procedures.

2.0 Scope

2.1 This policy applies to all AUIB staff and faculty members. It covers network access via IT-issued devices, including desktop computers, laptops, and mobile devices, as well as AUIB's wireless and wired network infrastructure.

2.2 Personal devices are also subject to this policy when connected to the internet via AUIB's internet network, but are restricted from accessing specific SSIDs dedicated to work-related activities.

3.0 Definitions

3.1 SSID (Service set identifier) - the unique identifier (network name) for a wireless network. SSIDs covered in this policy include "Staff@AUIB" for professional use via AUIB-issued devices and "Internet@AUIB" for personal internet access.

3.2 IT-issued devices - laptops, desktops, and other electronic equipment provided by AUIB's IT department to staff and faculty for professional and academic use.

3.3 Personal devices - any non-AUIB-issued device, such as personal laptops, smartphones, or tablets, owned by staff, faculty, or AUIB community members.

3.4 Bandwidth-intensive activities - actions that consume significant network resources, such as streaming high-definition videos or downloading large files.

3.5 Network etiquette - The practice of using network resources responsibly and ethically to ensure fair usage and avoid disrupting other users.

4.0 Policy

Authorized Network Access

4.1 4.1 Staff and faculty members are authorized to access the AUIB network using the "Staff@AUIB" SSID for professional purposes.

4.2 Only IT-issued devices are permitted to connect to the "Staff@AUIB" network or utilize AUIB's LAN connections.



4.3 Personal devices are not allowed to access "Staff@AUIB" network or utilize AUIB's LAN connections.

General Network Access

4.4 Staff and faculty members may connect personal devices to the "Internet@AUIB" SSID for personal internet access, adhering to AUIB's acceptable use policies.

4.5 Users must comply with professional internet usage standards while connected to "Internet@AUIB."

Prohibited Activities

4.6 Downloading unauthorized software, engaging in illegal file sharing, or accessing inappropriate content is strictly prohibited on all AUIB networks.

4.7 Bandwidth-intensive activities are not allowed unless specifically approved by the AUIB IT department and must be conducted in a manner that does not affect other users' network access.

Network Etiquette

4.8 All network users must avoid engaging in activities that may disrupt network performance or impede the productivity of others.

4.9 Proper network etiquette includes responsible usage of network resources, avoiding actions that may affect the network's overall performance.

Security and Reporting

4.10 Staff and faculty members must immediately report any suspected security incidents, unauthorized access attempts, or anomalies in network behavior to the AUIB IT department for prompt investigation.

4.11 AUIB IT will implement necessary security measures to protect the network from unauthorized access and ensure data confidentiality.

Compliance

4.12 Non-compliance with this policy will result in disciplinary action, which may include revocation of network access or reporting to HR.

5.0 Procedures

5.1 All AUIB staff and faculty members are required to review this policy and adhere to the specified network usage regulations.

5.2 Any breaches of this policy should be reported to the AUIB IT department. Individuals, including staff, faculty, or members of the AUIB community, who are found in violation of the policy may be subject to suspension of network access or other disciplinary measures in accordance with university protocols.



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5.3 Requests for exceptions to this policy must be submitted to the AUIB IT department for review and approval.

Related Policies and Documents

IT Acceptable Use