

## Connecting Devices to NOVA Networks

**Policy Number:** 508

**Categorized:** [Information Technology](#)

**Responsible Office:** VP of Instructional and Information Technology

**Subject:** Policy and procedures governing connecting devices to NOVA networks

**Related Policies:** [Acceptable Computer Use](#)

**Procedures:** See below.

**Additional Information:** [Wireless Networks](#)

**Effective Date:**

**Last Reviewed Date:** 06/03/2020

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### 1. Scope

This policy applies to all faculty, staff, contractors, consultants, volunteers, interns, student hires, students, and visitors (collectively, “users”) who connect to NOVA’s network.

### 2. Policy Statement

Users should use their college or VCCS login and password to connect personally owned mobile devices to available NOVA wireless networks.

No one is permitted to connect a device (See Definitions) to the NOVA networks without the prior written approval of Information Technology Support Services and the Change Review Board.

### 3. Definitions

Device: all devices and accompanying media that fit the following classifications:

- a. Servers
- b. Switches
- c. Routers
- d. Access points
- e. Cameras
- f. Streaming devices
- g. Any other smart, Internet of Things (IOT), connected device capable of storing corporate data and connecting to a network

Personally owned device: all devices and accompanying media that fit the following classifications:

- a. Laptop/notebook/tablet computers
- b. Mobile/cellular phones
- c. Smartphones
- d. Personal Digital Assistant (PDA)
- e. Home or personal computers used to access institutional resources
- f. Any other smart, Internet of Things (IOT), connected device capable of storing corporate data and connecting to a network

#### **4. Procedures**

Users wishing to connect a device to a NOVA network should send a written request to the Deputy CIO, Director of ITSS. The user will be invited to present to the Change Review Board the specific needs and justification for the request.

#### **5. Authority**