

 <p><b>The University of British Columbia Board of Governors</b></p>	<p><b>Policy No.:</b> <b>130</b></p>	<p><b>Approval Date:</b> January 2006</p>		
	<p><b>Version No.:</b> <b>1</b></p>	<p><b>Last Revision:</b> [N/A – New]</p> <p><b>Next Review:</b> Annually</p>		
	<p><b>Responsible Executive:</b> Vice-President, Academic and Provost</p>			
<p><b>Title:</b> <b>Management of the Wireless Network</b></p>				
<p><b>Preamble - Background &amp; Purposes</b></p> <p><u><b>The Problem</b></u></p> <p><i>UBC</i> makes use of radio frequency bands for research, teaching and communication as part of its functions and duties. The <i>UBC</i> wireless network, provided by <i>UBC IT</i>, is part of <i>UBC</i>'s telecommunications and data network. Devices that operate in the same frequency bands as the <i>UBC</i> wireless network, such as wireless networking devices, cordless phones, microwave ovens, audio speakers, still cameras, video cameras, and other equipment, can interfere with the <i>UBC</i> wireless network, and can introduce performance, reliability, usability, sustainability, and security problems.</p> <p><u><b>The Purpose</b></u></p> <p><i>UBC IT</i> has responsibility for the <i>UBC</i> wireless network and must be empowered to resolve electromagnetic interference with the <i>UBC</i> wireless network in order to ensure the highest level of service while minimizing support costs.</p> <p>While interference can also be caused to teaching and research activities by non-university equipment or by the <i>UBC</i> wireless network this interference is to be resolved outside the scope of this policy.</p>				
<p><b>Note: Who Should Read This Policy</b></p> <table border="0"> <tr> <td> <p><b>Generally:</b></p> <ul style="list-style-type: none"> <li>• All units of <i>UBC</i></li> <li>• Students in <i>UBC</i> housing</li> </ul> </td> <td> <p><b>Specifically:</b></p> <ul style="list-style-type: none"> <li>• <i>Responsible Executive</i></li> <li>• Associate Vice-President, Information Technology</li> <li>• Associate Vice-President, Research</li> <li>• Associate Vice-President, Learning Services, <i>UBC Okanagan</i></li> <li>• Director of <i>UBC</i> Department of Housing and Conferences</li> <li>• <i>UBC IT</i></li> </ul> </td> </tr> </table>			<p><b>Generally:</b></p> <ul style="list-style-type: none"> <li>• All units of <i>UBC</i></li> <li>• Students in <i>UBC</i> housing</li> </ul>	<p><b>Specifically:</b></p> <ul style="list-style-type: none"> <li>• <i>Responsible Executive</i></li> <li>• Associate Vice-President, Information Technology</li> <li>• Associate Vice-President, Research</li> <li>• Associate Vice-President, Learning Services, <i>UBC Okanagan</i></li> <li>• Director of <i>UBC</i> Department of Housing and Conferences</li> <li>• <i>UBC IT</i></li> </ul>
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<p><b>Related Policies, Materials, And Notes</b></p> <p>For further information on the use of University IT resources please review:</p> <ul style="list-style-type: none"> <li>• Policy #104 (Responsible Use of Information Technology Facilities and Services); and</li> <li>• Policy #106 (Access to and Security of Administrative Information Systems)</li> </ul>				

**POLICY TITLE: Management of the Wireless Network**

**1. Governing Principles**

Where *UBC IT* provides wireless network connectivity reliability, usability, sustainability, security and cost are paramount to the user and the provider.

**2. Scope**

**2.1. Locations and Devices Affected By This Policy**

2.1.1. This policy governs the deployment and use of electronic devices that operate in any licence-exempt radio frequency band used for high-speed wireless network connectivity (which for the sake of clarity include the 2.400-2.483, 5.15-5.35, 5.470-5.725, and 5.725-5.825 GHz bands).

2.1.2. This policy applies in all areas where wireless access points installed by *UBC IT* provide wireless coverage, except as excluded elsewhere in this policy.

**2.2. Exclusions**

2.2.1. This policy does not apply where wireless coverage is not provided by *UBC IT*.

2.2.2. This policy does not apply to devices within a specific facility or area operated by the *UBC* Department of Housing and Conferences if:

- a) the affected area is entirely within the specific facility or area it operates; and
- b) the Director, or Director's designate, of the *UBC* Department of Housing and Conferences determines that *UBC IT* wireless network connectivity is not required in the affected area.

2.2.3. This policy does not apply to devices in specific locations to the extent that the Associate Vice-President, Information Technology or his/her designate determines that wireless network security will not be compromised and reliable connectivity is not required in the affected area.

2.2.4. This policy does not apply to devices in specific locations to the extent that the Associate Vice-President, Information Technology and the Associate Vice-President, Research, or their respective designates, determine that a device that is necessary to teaching or a research project is interfering with or subject to interference by:

- a) the *UBC IT* wireless network; and
- b) the interference is not reasonably resolvable other than by *UBC IT* disconnection of its access point at issue.

**3. Rights and Responsibilities**

3.1. If *UBC IT* detects electromagnetic interference with the *UBC* wireless network, or with teaching or research activities, it may act to identify and evaluate devices that might be causing the interference, and in doing so may request that any device capable of electromagnetic interference:

- 3.1.1. not be used and be disconnected and/or powered off until the interference is eliminated; or
- 3.1.2. be temporarily deposited with *UBC IT* for testing and evaluation.

- 3.2. If, after the procedures outlined in section 3.1, *UBC IT* determines that a device continues to interfere with the *UBC* wireless network, or with teaching or research activities, and is causing any of the following problems:
  - 3.2.1. security or confidentiality concerns (which may include concern about theft of services);
  - 3.2.2. reliability issues (which may include data loss, bandwidth, speed, coverage, up-time, and security); or
  - 3.2.3. significant maintenance or operating costs;then *UBC IT* may act to address the problem by:
  - 3.2.4. disabling services or access points;
  - 3.2.5. disconnecting the device or cables;
  - 3.2.6. requiring removal of the device; and/or temporary deposit of the device with *UBC IT*; or
  - 3.2.7. agreeing to undertake, at the request and cost of the owner or operator of the device, to alter the *UBC* wireless network or the device to address any of the problems outlined above.
- 3.3. *UBC IT* must return any device on deposit with it upon demand of the owner of the device. Devices on deposit with *UBC IT* for longer than 2 years will be deemed abandoned and surrendered to *UBC IT*.

#### 4. **Appeal Process**

- 4.1. Anyone who is asked to remove a device, deposit a device with *UBC IT*, or pay related costs and has been unable to negotiate a satisfactory resolution with *UBC IT*, may appeal. Appeals are to be handled as follows:
  - 4.1.1. Appeals are to be filed with the *Responsible Executive* or his/her designate(s).
  - 4.1.2. Appeals are to be convened and heard by the *Responsible Executive*, or his/her designate(s), as arbitrator at a meeting of the relevant parties. The decision of the arbitrator will be final and binding.
  - 4.1.3. The *Responsible Executive* may have more than one designate if he/she determines that local consideration of appeals at *UBC* Vancouver or *UBC* Okanagan campuses is desirable.

#### 5. **Definitions**

In this policy the following terms have the meaning defined below, and shall have the same meaning in any administration and management procedures under this policy:

<b>Term</b>	<b>Definition</b>
<i>Responsible Executive</i>	means: 1) the individual(s) specified under the heading “Responsible Executive” in the heading information table above section 1 of this policy; and 2) any person delegated to fulfill that person(s) role except to the extent that delegation is specifically excluded.
<i>UBC</i>	means: The University of British Columbia
<i>UBC IT</i>	means: The University of British Columbia Information Technology Department

<b><u>Approval</u></b>	
Certified Approved by Board of Governors	January 26, 2006
	Date Approved
<i>Nina Robinson</i> (signature or seal)	January 31, 2006
Board Secretary	Date Signed/Sealed