COLUMBUS STATE UNIVERSITY

Policy Name: Research Network Policy

Policy Owner: Network Infrastructure

Responsible University Office: UITS

Approval Date: TBD

Effective Date: TBD

Revisions: N/A

Policy Number: TBD

Related Policies: N/A

I. PURPOSE

The purpose of this policy is to define the procedures for accessing the Columbus State University (CSU) Research Network. These procedures provide guidance to plan, execute, and access projects using the CSU Research Network.

II. SCOPE

This policy applies to all Columbus State University (CSU) faculty or staff that use or access the CSU Research Network. Where a conflict exists between this policy and another institutional policy, the more restrictive provision within the applicable policy takes precedence.

III. DEFINITION

The Research Network is distinct from the primary CSU network. The Research Network will:
- Segment approved research projects from the CSU network infrastructure
- Supply a broader spectrum of access to online resources
- Continue to protect to the CSU network infrastructure

IV. PROCEDURES

Access Requirements

- Research network access requests must be submitted to UITS at least ten (10) business days prior to the proposed project start date.

- All requests must be submitted via the [CSU Research Network Request Form](#)
  - The request includes the following information:
    - Requestor's Name and department requesting access
    - Scope and Purpose of research
    - Time frame of research project: start date and estimated completion date
    - Physical Location
    - Required special network configurations
    - Bandwidth requirements
    - Benefit of research to Columbus State University
    - Copy of the research or grant proposal signed by the department chair

Research Network Usage Rules

- All research is conducted during normal business hours. Requests for additional time after hours must be submitted 5 business days prior to the date needed.
- All research must be conducted within the designated areas of the research network.
- Remote access to the research network is not permitted unless a written request is submitted and approved by the UITS Executive Director of Operations & Infrastructure and the Chief Information Security Officer (CISO).
- Access to the CSU campus network is restricted and prohibited within the designated research location.
- Research projects are segregated on the network and subject to UITS and Information Security auditing.

Research Network Suspension

- Unauthorized use of the research network for any purpose other than approved project.
- Use of the research network for any purpose deemed illegal by CSU and the USG to include but not limited to:
  - Pirating software
  - Streaming of network services
  - Sharing of Personal Identifiable Information (PII) or other sensitive data
  - File sharing or torrenting
  - Any violation of copyright law
  - Spoofing legitimate network or MAC address
  - Tampering with security or network configurations
- Use of the network past the allotted research approved time period will automatically constitute a violation and result in the suspension of privileges.
- Requests for additional time on the research network must be submitted in writing 5 business days prior to the original end date of the project.
  - Time extensions are granted based upon availability of the network resources.

V. Compliance

This policy shall take effect upon publication. Compliance is required with all institutional policies. CSU may amend its policies and standards at any time; compliance with amended policies and standards is expected.