Connecting Devices to NOVA Networks Procedure

Procedure Number: 508P

Responsible Office: VP of Information and Engineering Technologies (IET) and College Computing

Forms: N/A

Effective Date: 03/08/2024

Date Last Reviewed: 03/08/2024

---

1. Purpose

This policy procedure details the specific actions to be taken by all Northern Virginia Community College (NOVA) employees, including full and part-time staff, faculty, contractors, consultants, volunteers, interns and student hires, and students (collectively "users") who connect to NOVA's network.

2. 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 mobile device capable of storing corporate data and connecting to an unmanaged network

3. Procedure

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

2. Users wishing to connect a personally owned device to a NOVA wired network should send a written request to the Deputy CIO, Director of Information Technology Support Services (ITSS).

3. The user will be invited to present to the Change Review Board (CRB) the specific needs and justification for the request.