

INFORMATION & COMMUNICATION TECHNOLOGIES

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MEMORANDUM

Date: February 9, 2005

To: NMSU ABCD

From: Michael Hites, Vice Provost Information & Communication Technologies

Subject: Policy for High Speed Data Connectivity in Employee's Home

The NMSU Administrative Council, at their December 14th meeting, approved a policy that allows for high-speed data connectivity to be installed at an employee's home and be paid for with NMSU funds under certain conditions. The attached policy outlines the conditions for an NMSU employee to have high-speed data connectivity in their home, so that they can fulfill their NMSU job requirements for the sole benefit of the university.

High-speed data connectivity can be purchased by the employee and reimbursed by their department from a local vendor such as QWEST or Comcast. The employee's department is responsible for processing a monthly reimbursement to the employee for the service. Connectivity can also be purchased through Information and Communication Technologies and be billed directly to the employee's NMSU departmental account number. The employee must obtain approval in advance prior to service being installed at their home. The attached form must be completed and approved to qualify for this benefit.

An employee currently receiving high-speed data connectivity that is paid for by NMSU, must also complete the attached form and receive the appropriate Dean or Vice President / Provost approval by no later than March 4th, 2005. The completed form must also be placed on file in the employee's Dean's or Vice President's / Provost's Office by the March 14th deadline.

Attached you will find a copy of the policy and authorization form as approved. If you have questions regarding this policy please call ICT at 646-4244.

Attachment

Security, Policy and Guidelines

High Speed Data Connectivity in Employee's Home

Purpose: This policy addresses high-speed data connectivity at an employee's home, which is paid for with NMSU funds. It specifies types of connectivity, who is eligible for connectivity, acceptable use and reimbursement procedures.

The purpose of an employee obtaining high-speed data connectivity in their home is to enable them to perform their NMSU job duties and is a requirement of their position. The cost of this service can be paid for by NMSU. Services can be billed directly to NMSU, or the employee can be reimbursed at 100% if the service is billed directly to the employee.

High-speed data connectivity to an NMSU employee's home can be achieved and paid for with university funds in one of the following ways.

- A wireless connection owned, installed and managed by NMSU, which provides a wireless high-speed data connection to the NMSU network and billed directly to an NMSU departmental account number by ICT.
- An agreement with QWEST utilizing DSL (Digital Subscriber Line) technology to connect via the local telephone company back to the NMSU network. QWEST submits a bill to ICT, and ICT then bills the service directly to an NMSU departmental account number.
- Connectivity provided by a third party vendor via wireless connectivity, broadband connectivity, cable modem connectivity or DSL connectivity without connecting to the NMSU network and is billed directly to the employee. The employee can request reimbursement by NMSU from their departmental account.

As technology progresses, other forms of high-speed data connectivity may also become available and are subject to the guidelines outlined in this policy.

Regardless of the type of connectivity, written approval with justification from the employee's supervisor and department head (Dean or VP) must be obtained prior to the service being requested as outlined in the NMSU Policy Manual section 3.75. If the service is to be provided through ICT, a copy of the written approval with justification must be provided to ICT when the service request is initiated. If the employee is requesting reimbursement from departmental funds for services billed directly to the employee, a signed approval form must be on file in the employee's Dean's or Vice President's / Provost's Office. It is the responsibility of the employee, their supervisor and department head (Dean or VP) to verify that the service is needed for the employee to conduct the duties required by their position and is in compliance with the guidelines provided by this policy.

Employees are permitted to purchase the NMSU service with personal funds and can do so by requesting service from ICT at the Customer Service Center, 646-1840. Employees choosing this option will be billed directly for the service and will not be reimbursed by the university.

Services provided by ICT are subject to the NMSU General Use Policy. The policy is located at <http://ict.nmsu.edu/Guidelines/general.use.html>

Criteria for providing high speed Internet service for employees at home...

Deans and Vice Presidents ultimately determine if the university will provide high speed Internet connection services to employees at home based on the need and available departmental funding. The following are meant to be guidelines to determining the need.

- Employees involved in research dealing with large amounts of data requiring use of high speeds or high quality-of-service, especially where a sponsored research project provides funds to support access.
- Employees whose out-of-normal-hours duties require heavy use of multimedia resources, computer aided design, medical imaging, or scientific visualization tools.
- Computer support employees who are on-call at home and need high-speed access to fulfill job responsibilities.
- In addition to working on campus, faculty members who often work from home and rely heavily on web resources and tools for course development, course delivery, and instructional support.

