

Mines Guest Wi-Fi Access Request

Overview

Campus Computing, Communications, and Information Technologies, also known as CCIT, provides access to the Mines data wireless network (Wi-Fi) free of charge for individuals visiting the campus for activities associated with or sponsored by the Colorado School of Mines. This includes individual guests of Mines employees, attendees of conferences or meetings sponsored by Mines or Mines employees and participants in summer programs sponsored by Mines residence life. This does not include groups or individuals renting space (i.e., meeting facilities, apartments or rooms in a residence hall) for activities not sponsored by Mines. The attached form should be used to request network access for guests to Mines. Please contact CCIT's networking group (network@Mines.EDU) if you have any questions about this document.

Policies and Guidelines

As the host or sponsor of guests who require network access you need to be aware of the following policies and guidelines

- Wi-Fi Access must be requested at least 1 week before the visitor or group arrives.
- Guest Wi-Fi access is provided as a courtesy and may be revoked at any time for any reason.
- CCIT cannot provide technical support to guest users. If you are sponsoring a group you are required to provide CCIT the name of a technical contact to whom our help desk may refer any support requests received from members of your group (individuals will be referred back to their host).
- It is your responsibility to make guests aware of Mines and CCIT's acceptable use policies. Copies of these policies are available on line: <https://inside.mines.edu/POGO-Information-Technology>
- Computers that guest use on the Mines network must have anti-virus software installed. CCIT routinely monitors network traffic for indications of a virus or worm, and will disconnect any computer that exhibits suspicious behavior. As a host or sponsor you should know that many guests come to campus with computers already infected. To protect others CCIT cannot allow these computers onto our network and we are unable to provide support removing the software.
- Wi-Fi guests are not authorized to download or install software purchased under a Mines site license.
- To protect both Mines and minor guests, network access cannot be provided to minors without written consent of their parent or guardian. Please contact CCIT if you would like to arrange for Wi-Fi access for minors.
- By requesting guest access, you are agreeing to act as the "responsible party"¹ as the term is used in CCIT policies and guidelines.
- **Only Wi-Fi access is provided via this request form. This request/process does not provide access to Mines computer labs, email accounts etc. The guest must supply his or her own computer. Please contact CCIT if you wish to arrange for additional access for your guests.**

How guest access is provided

Once CCIT has received this form, we will supply you with a username and password that can be given to the guest. The guest will need to connect his or her computer to the 'CSMguest' wireless network, once connected, browsing the web will present a guest login.

¹ Many of CCIT's acceptable use policies refer to a "responsible party", the person who has ultimate responsibility for network traffic associated with a particular system. By requesting a guest account for an entity not associated with the school, the requestor assumes the role of responsible party relative to these policies. In most cases this means that you have the ability and the authority to require the guest named in this agreement to adhere to CCIT's requests for information or actions. For example, Mines receives copyright infringement notices from record companies when they believe a computer is participating in illegal music sharing. When CCIT receives such a request, we require a letter from the "responsible party" stating that they do not and will not share illegal files. By agreeing to fill the role of "responsible party", CCIT would expect that you could obtain such a letter from the guest associated with this request, or that you would be willing to write and sign the letter on their behalf.

Mines Guest Wi-Fi Access Request Form

The _____ (department, division, program) of the Colorado School of Mines is hosting or sponsoring _____ (give group and/or individual names) for activities related to the mission and goals of the Colorado School of Mines. Wi-Fi access is requested on behalf of the named individual or group in accordance with all CCIT and Mines policies.

Contact information for Mines employee making the request:

Name: _____
Phone: _____
Email: _____

This request is for (check one):

____ **An individual who will be visiting the Mines campus.**

Name: _____
Phone: _____
Email: _____
Address (City, State, Zip): _____

____ **A group who will be visiting campus or staying in campus housing.**

Name of the group or event: _____
Location where access is need: _____
Contact information for the groups technical support contact:
Name: _____
Phone: _____
Email: _____
Address (City, State, Zip): _____

Include a brief description of the nature of the event or the reason for the visit, including a detailed list of the campus resources to which access is required:

Effective dates: Start Date: _____
End Date: _____

Certifications Mines Contact

By my signature I certify that I understand and agree to the following conditions:

- The purpose of the visit or sponsored event is related to the goals and missions of Mines and is consistent with all Mines policies and procedures.
- I will make all guests aware of all applicable Mines and CCIT policies.
- None of the guests for whom I am requesting access are under the age of 18.
- I agree to inform the department of CCIT if access is no longer needed before the expiry date on the front of the this document.
- For the purpose of Mines network and computer use policies, I acknowledge that I am the responsible party¹ for any network activity that results from machines registered by this guest.

Print Name: _____

Signed: _____

Dated: _____

**Please submit your completed and signed form to CCIT.
Keep page 1 for your reference.**

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