

## AJCC WI-FI USAGE POLICY

### I. INTRODUCTION

The San Diego Workforce Partnership has made wireless internet access available at the AJCC. There are three networks available:

1. Guest – Available to the public for basic career services. Provides access to the VOS greeter application for all visitors. **All users will be required to read and confirm an acceptable usage policy prior to connecting to this network.**
2. Partner – Available to co-located partners at the career centers. Access is password controlled.
3. Staff – Available to all career center staff (KRA). Access is password controlled.

The intention of this policy is to define the services offered to end users for wireless access and to act as a guide to the acceptable use of SDWP's and AJCC's wireless network services.

### II. WI-FI USAGE REQUIREMENT

Any individual connected to an SDWP or AJCC Wireless Network either to use it directly, or to connect to any other network(s), must comply with this policy, the stated purposes and Acceptable Use policies of any other network(s) or host(s) used, and all applicable laws, rules, and regulations.

SDWP employees and career center staff may only connect to Staff Wi-Fi using SDWP issued equipment (laptops, phones, tablets). Use of personally owned electronic devices is prohibited. Staff are expected to use the internet responsibly and productively. Internet access is limited to job-related activities only and personal use is not permitted.

Career center partners and public users (Guest Wi-Fi network) may provide their own equipment. Users are responsible for ensuring they are running up-to-date anti-virus software on their wireless devices. Users must be aware that, as they connect their devices to the internet through the service, they may expose their devices to: worms, viruses, Trojan horses, denial-of-service attacks, intrusions, packet-sniffing, and other abuses by third-parties. The password for the partner network will be changed every 90 days.

SDWP reserves the right to monitor, disconnect, block, or suspend any user at any time and for any reason. SDWP does not guarantee the service or specific rates of speed. Inappropriate use of the wireless network is not permitted. This policy does not enumerate all possible inappropriate uses but rather presents sample guidelines that SDWP may at any time use to make a determination that a particular use is inappropriate:

- Users must respect the privacy and intellectual property rights of others.
- Users must respect the integrity of our network and any other public or private computing and network systems. Attempting to circumvent or subvert system or network security measures is prohibited.
- Use of the wireless network for malicious, fraudulent, or misrepresentative purposes is prohibited.
- The wireless network may not be used in a manner that precludes or hampers other users access to the wireless network or other any other networks.
- Nothing may be installed or used that modifies, disrupts, or interferes in any way with service for any user, host, or network.

Contact the Help Desk ([helpdesk@workforce.org](mailto:helpdesk@workforce.org)) if you are experiencing an issue connecting to the Wi-Fi network.