Policy
This policy addresses the issues associated with the deployment, management and use of the shared radio spectrum on the UW-River Falls campus and its other properties (such as Kao International House, St. Croix Valley Business Incubator (SCVBI), Dalkieth House, Campus Lab Farms and Hudson Center).

Authority
The UW-River Falls Chancellor issues this policy in accordance with the Administrative Policy process. Approved by the Technology Policy and Planning Committee-April 20, 2004.

The Chief Information Officer and the Division of Technology Services is responsible for the administration of this policy. Request an exception to this policy by writing to administrative-policy@uwrf.edu or dots@uwrf.edu.

Sanctions and Appeals Process
Failure to adhere to the provisions of this policy may result in appropriate disciplinary action as provided under existing procedures applicable to students, faculty, and staff, and/or civil or criminal prosecution.

Individual Responsibilities
All university faculty, staff, students and constituents are required to abide by this policy. Individuals will contact the Division of Technology Services for coordination of all radio frequency systems before acquiring those services or systems. Wireless is a dynamically change platform and individuals are responsible to maintain their systems. To remain compliant with new regulations, and as new services are coordinated, changes may be forced on individual users to upgrade systems to comply with the new wireless environment. Total Cost of Ownership over the entire life cycle of the service should be considered for reworking of the systems.

University Responsibilities
The Chief Information Officer and the Division of Technology Services (DoTS) are responsible for the design, implementation and operation of shared radio spectrum services on the UW-River Falls campus and its ancillary properties. Should an issue of interference arise within the campus boundaries and its ancillary properties, the CIO will determine and implement the proper course of action to rectify the issue.
Background
With the advent of wireless computer technology, it has become necessary to establish coordination and management of the shared radio frequency spectrum that is available to the campus. Since various devices and technologies utilize similar and potentially conflicting radio frequencies, it is necessary to properly coordinate and manage the use and deployment of these devices and technologies in order to ensure the reliability of wireless and other radio frequency-based services.

Examples of radio frequency utilizing devices:
- Anything with “wireless” in the title or its description of use
- Wireless microphones
- Stage or coaching intercom systems
- Two-way radios (ie. FRS, BRS, LMR, P25, MotoTrbo, TrboNet)
- Cordless keyboards and mice
- WIFI – wireless networking
- Wireless Closed Circuit television (surveillance) cameras
- Bluetooth devices
- “Cellular” devices (ie. 3G, 4G and LTE)
- Building Automation Systems (BAS or SCADA)
- The “Internet of Things” such as little remote sensors, monitors and other wireless devices

Coordination of all devices are required. The following list are devices known to interfere with each other and require specific coordination:
- Cordless telephones
- Many microwave ovens
- WIFI (802.11 A/B/G/N/AC) networks

The University “wireless” data network is the highest priority of the radio space, so the limitation on cordless phones and microwave ovens is in the scope of policy.

Glossary

Radio Frequency Spectrum
Devices that utilize radio waves to communicate from one device to another, one to many or many to many devices that utilize the “radio frequency spectrum” to make those connections. Radio frequencies are measured in Hertz, such as Kilo-Hertz, Mega-Hertz or Giga-Hertz. This policy covers the entire radio frequency spectrum.

Wireless
Devices that are communicating from one device to another, over the air without using any wires to communicate.

Related Documents
- [https://technology.uwrf.edu/TDClient/KB/](https://technology.uwrf.edu/TDClient/KB/)
Please direct questions about this policy to dots@uwrf.edu.