

University of New England Information Technology Directorate

ITD Operating Procedure for the Registration of Devices on the UNE Network

References:

Revision No.: 1.1
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Date: August 2005
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Access Level: Public
Related Policies & Documents:

- ITD Draft Policy - Connecting to the UNE Network,
- UNE ITD Security Policy,
- Rules for the Use of UNE Computing and Communication Facilities,
- Procedure for Vlan Generation

1. Preamble:

This policy details the registration, naming and IP numbering conventions for networked devices at UNE and UNE Remote Access Centres. With over eight thousand devices registered for use on the UNE network, it is imperative that meaningful and appropriate names and IP addresses are allocated using consistent registration procedures

1.1. Guidelines:

This document is to be used by IT and UNE staff registering new devices and changing registration details on the UNE IP network.

1.2. Objectives:

To ensure consistency of procedure for the addition and amendment of network registration at UNE, so that the address and name of the device indicates its function and location, and to ensure that sufficient detail is recorded to identify the authority responsible for the device.

2. Operating procedure:

ITD will be the final authority for registering and de-registering devices on the UNE IP network, in accordance with the items detailed below:

- a. Registrations normally require a minimum of 24 hours notice.
- b. Registrations will normally occur at 12:30 and 4:30 PM on working days.
- c. For Staff/Department/Organisational Unit device registrations a cost code and a contact name are required.
- d. For student device registrations, a UNE login name, student type (postgrad/undergrad) are required.

- e. All registration requests must detail the type of device being registered (PC, Printer, Phone, Laptop etc).
- f. Network names and IP addresses will be allocated by ITD.
- g. Only devices which comply with ITD Policy - 'Connecting to the UNE Network' will be considered for registration.
- h. Users/Departments/Organisational Units are responsible for any and all costs associated with devices registered by IT on their behalf.
- i. It is the responsibility of the owner to contact ITD to de-register devices once they are no longer required.
- j. All undergraduate registrations will be cancelled at the end of each academic year.
- k. Machines which have not been seen on the network for 12 months will be de-registered.
- l. ITD reserves the right to remove any device from the network without prior notice.

2.1. Initial Registration:

- 2.1.1. Devices will only be registered on the appropriate vlan, as determined by ITD Data Canter Staff authorised by the Data Centre Manager. Vlan selection will be based on Organisational Unit or for College Students, area of residence, as determined by the vlan range to name mapping file.
- 2.1.2. New vlans will be generated in accordance with procedures documented by the ITD - Data Centre.
- 2.1.3. IP address or A Record allocation will be in sequential order for the appropriate subnet as determined in 1. above, using Network Names as determined below.
- 2.1.4. MX or Mail Exchange Records will be allocated to the network name only where deemed appropriate by the Data Centre Manager or nominee.

2.2. Naming Conventions:

- 2.2.1. To ensure a unique name for each registered device, the naming convention formula will be type-area-number, where: type = pc | ltp | pda | prn | svr | ph | vcu | network/fms device | other as appropriate area = fms building | college | town number = subnet-network address Data network devices will be of type rt | gw | sw | ap , fms devices will have types derived by abbreviation of function
- 2.2.2. Any new service may be assigned a cname which indicates the nature of that service, where deemed appropriate by the Data Centre Manager or their nominee. Under no circumstances will inappropriate names be used.

2.3. Permitted Devices

- 2.3.1. See policy item g. above, compliance with ITD Policy - 'Connecting to the UNE Network' is a prerequisite.
- 2.3.2. No device is to permit an external link into the UNE data network unless explicitly permitted by the ITD Director or their nominee. This includes modems, ADSL routers, gateways and wireless access points. Any such

unauthorised device will be removed or blocked upon discovery as a severe security violation.

2.4. Registration Amendment

- 2.4.1. Any addition, amendment or removal of registration will be accompanied by a review of the firewall and other access available to that IP address, so that only a minimum of access required to perform UNE functions is available to that registration.
- 2.4.2. Changes to registrations will only be made with the approval of ITD Data Centre Staff as authorised by the Data Centre manager, and, where necessary, the responsible Organisational Unit authority.

2.5. Registration Deletion

- 2.5.1. Immediate registration removal will be at the discretion of the ITD Data Centre manager or their nominee, and will be followed by notification to the contact names official UNE email address and the Department/Organisational Unit contact where available. This notification will be sent by email within 72 hours, and will clearly show the reason for the disconnection. Immediate de-registration may be invoked in cases of inappropriate use, including use not approved under other ITD policies, especially, but not limited to; UNE ITD Security Policy and Rules for the Use of UNE Computing and Communication Facilities.
- 2.5.2. Prior notification is to be given when an address to be removed has not be used for more than 12 months; by email to the contact names official UNE email address and the Department/Organisational Unit contact email where available. This email is to be sent no less than 14 days before deregistration occurs.

2.6. Dispute Resolution

- 2.6.1. Any dispute regarding network registrations will be resolved by the ITD Director or their nominee, following the submission and consideration of detailed documentation, no later than 14 days after an objection is raised.

Director ITD:

Approved: _____

Date: _____

Executive Director (Business and Administration)

Approved: _____

Date: _____