

University of New England Information Technology Directorate

Protocol for the Design, Installation and/or Modification of the Data and Voice Network Infrastructure

Title: Protocol for the Design, Installation and/or Modification of the Data and Voice Network Infrastructure at UNE (Internal Building Cabling)

References:

Original Approved By: ITC

Date: April 1998

Revision No:

Approved By:

Date:

Reference Authority: CITO, Information Technology Division

Authors: Paul Robinson

Related Policies and Documents:

File Name: 4.1.1 Network Installation Protocol

Policy:

Information Technology Division has been designated by the Information Technology Committee to be the body responsible for the University's voice and data networks as follows:

Information Technology Division is responsible for the planning, design, security and maintenance of the physical data and voice networks for UNE and will oversee installation and maintenance by appropriately qualified staff. The physical network is defined as all cable, equipment and radio communications facilities (which interface with the University's communications infrastructure) up to and including each wall outlet socket. (This policy does not imply that ITD staff have the monopoly on supply or installation of materials. It makes it explicit that as ultimate responsibility for the network rests with ITD it must be assured that all components proposed for use meet the specifications laid down by ITD for the protection of the integrity of the network and all work is carried out by qualified staff. Before any new work can be used it must be tested by ITS). Information Technology Division is the authority responsible for monitoring and regulating the uses to which the network is put where policy and agreed parameters have been defined. Where new uses of the network, or uses outside the agreed parameters are proposed Information Technology Division is responsible for bringing these to the attention of ITC who will make a determination taking into account resourcing and related issues. In order to facilitate compliance with this policy the following procedures are to be followed throughout the University with regard to the design, implementation and/or modification of new or existing voice or data network installations within buildings.

Procedures:

A. Planning/Design.

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| 1 | Information Technology Division must be advised of all proposals to implement, upgrade, extend or modify any network infrastructure within buildings on the campus. ITD will review the proposal and give approval for the design work to proceed in accordance with the above policy. |
| 2 | The design work will be carried out by ITD staff or by a third party which has the necessary skills, qualifications and certification to undertake such work. |
| 3 | All planning and design work for any proposed network must conform to the "University of New England Design Standards and Procedures" (Section 17 Telecommunications). |
| 4 | ITD will review the final design and approve it. |

B. Installation/Upgrade/Modification.

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| 1 | All work shall be implemented and completed to the standards contained in the "University of New England Design Standards and Procedures" (Section 17 Telecommunications). In accordance with those standards all the completed work will be tested and certified by the installer. The installer will use components that are fully compatible with the installed base (currently Mod Tap). Copies of all 'as installed' plans and test results will be forwarded to ITS. Upon receipt of these documents ITD will authorise, and undertake, connection of the installation to the network. |
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C. Unauthorised Work.

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| 1 | Any extensions/upgrades/installations or other modifications carried out to the University network in contravention of this protocol will be decommissioned and rectified at the discretion of ITS. The full cost of the rectification will be borne by the operational unit responsible for the contravention. |
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