Procedure: Network operations and domain naming

Purpose
To establish a procedural framework for network operations, network services, and the University’s communication networks, and to provide definitions associated with University network operations and internet domain naming and addressing.

Definitions
Definitions of terms used in this document are provided in the overarching Policy (Acceptable Use of Information Technology Policy).

Procedure
1. Infrastructure networks are provided to meet the information access and changing needs of the University, and to enable collaboration with external, local, national and international research and education institutions. Physical infrastructure and networks within the University will provide the basis for national and international connections, and educational and research excellence.

2. Network security is supported at a sufficient level to protect the University’s information sources, electronic resources, intellectual property, and network access. The infrastructure networks also support the use of public IP (Internet Protocol) addresses, and internet domain names, allowing interconnectivity between the University and external information services, and identifying the University online.

3. The University is responsible for:
   a. designing, operating and managing the end-to-end network, comprising all network devices and passive network infrastructure
   b. maintaining carrier agreements for whole-of-institution interconnections
   c. ensuring compliance with overarching policies
   d. managing all directory and voice services including messaging, and emergency telephones and systems
e. managing all radio frequency (RF) spectrums across campus including unlicensed RF spectrum for wireless LAN and RF channel allocations
f. maintaining secure messaging records as required within University policies and procedures
g. registration of the University domain name anu.edu.au with auDA
h. ensuring compliance with relevant legislation, in particular, the provisioning of WAN radio links and compliance in relation to carriage of third party traffic
i. approving and allocating non-ANU entities with sufficient University IP addresses
j. ensuring internet access for non-ANU entities adheres to the acceptable use policy of any internet service provider including AARNET Pty Ltd.

4. University responsibilities under this procedure vest in Information Technology Services.

5. The University reserves to right to rescind and reuse domain names for new and more appropriate University purposes.

6. All information infrastructure systems must have an owner. A system owner is defined as the nominated position that has responsibility for the security of the data and application component of an information asset, and is accountable for those aspects of an information system. System owners should be a Service Division Director or in an equivalent management position.

7. System Owners are responsible for:
   a. managing the information security requirement of their area and ensuring network connecting devices meet standards and specifications
   b. ensuring unapproved network devices are not connected to the network
   c. Halls and Colleges using the University's voice service, and managing and maintaining separate systems for student call and internet access accounting
   d. requesting the use of University IP addresses for domain names and the placing of names on the University's name server
   e. resolving local area domain names to IP addresses allocated for their budget use security
   f. managing allocated IP address ranges for their budget use
   g. managing delegated local DNS services and DNS service availability targets
sufficient for their budget unit's business continuity

h. approving domain name requests within their area. Approved domain names must conform to auDA's naming rules for unacceptable names, adhere to University standards, and must not contravene trademarks or copyright

i. identifying and managing disaster recovery and business continuity within their area of responsibility

j. ensuring that risk management, including risk assessment and mitigation, and change management processes, are undertaken with respect to the information technology (IT) within their area

k. ensuring users are provided with adequate training and support on the use of information infrastructure and the security of information assets.

8. Authorised users are responsible for:

a. ensuring network connecting devices meet the network interface standards and specifications for approved network connectivity and security

b. maintaining an appropriate level of awareness and compliance with University policies, procedures, Rules and Standards governing information infrastructure.

9. Non–ANU entities must:

a. if operating a separate network from the ICN, a clear barrier must exist with the ICN via a University managed boundary network device

b. when connecting separately to the University internet or voice carrier, use the University network infrastructure, and must not use a carrier to provide a separate physical interconnection

c. ensure that non–anu.edu.au domains and domain names within the University's address space must conform to auDA naming rules

d. not use, or seek to use, the University's legal identity or its ABN when registering a domain name

e. select domain names and aliases that meet the auDA naming licensing requirements which are not likely to be confused with the University or a university budget unit.

Domain names and registration

10. Domain names and registration of names must comply with the following:

a. domain names within the anu.edu.au domain must be registered with the University's DNS name server
b. all servers supporting one or more services provided by members of the University community must have domain names registered within the anu.edu.au domain

c. approved domain names must conform to auDA's naming rules for unacceptable names and must not contravene trademarks or copyright

d. the University allows the use of some domain names outside the anu.edu.au domain subject to approval.