

Policy No: 809

Area: Information Technology Services

Adopted: 8/6/2012

Information Security Operational Procedures Domain Name System (DNS) Service Policy

The Division of Information Technology & Services (ITS) is the steward of the Central State University (CSU) Campus network. In fulfilling that role, ITS serves as the central point of contact for the outside world and has the responsibility to ensure that management of the University resource complies with applicable laws and regulations. Information Technology & Services (ITS) provides Domain Name System (DNS) Information Management and Host Name or Domain Name Registration Service for selected organizations affiliated with CSU. These services are provided under the terms and conditions specified in this Policy.

PURPOSE

This Policy is enacted to conserve limited campus resources (such as IP address space, staff time, computer processing and memory resources), to ensure compliance with applicable laws, and University regulations.

POLICY

USE OF CSU IP ADDRESSES

Individuals who operate sites using CSU IP addresses may use only IP addresses that have been registered and specifically assigned to them by ITS. Individuals whose unauthorized use of a university IP address leads to an IP address conflict that must be investigated by the ITS may be responsible for time and material costs incurred by the ITS.

DNS INFORMATION MANAGEMENT

ITS maintains DNS information for all connection within the csu.edu domain.

HOST NAME OR DOMAIN NAME REGISTRATION SERVICE

The term "domain name" may be substituted for "host name" within this section.

Host names are assigned by ITS only for “csu.edu” domain locations. Hostnames are generally registered on a first-come, first-served basis. Requests will be reviewed within two (2) business days.

ELIGIBILITY

Registration is available for CSU departments and for some CSU affiliates approved by the Chief Information Officer (CIO) or designee.

REQUIREMENTS

Eligible entities may request registration of hostnames of their choice by contact the SERVE Helpdesk or by submitting a SysAid service order request, providing the requested names:

- comply with all University regulations;
- are an initiative of their own department or organization or to a project managed by the department or organization;
- do not imply affiliation with a campus unit or department with which the site is not affiliated; and
- are not currently in use.

Host names are normally registered for immediate use. However, host names that meet the requirements of this section may also be registered in order to “reserve” them, either for future use or to prevent their use by others.

Except for aliases and other non-address records, each host name must point to a valid CSU address.

Each IP address referenced by a DNS address record must be uniquely associated with an official connection cable ID.

HOST NAME ALIAS REGISTRATION FOR WEB SERVERS

Entities wishing to acquire a host name alias must contact the administrator for their web server. Host name aliases for web servers will be assigned by the IT only upon IT approval of a request from the web server administrator.

OTHER DNS SERVICES AND POLICIES

The University will only register a name outside of csu.edu if there is an intended and planned official use for that name.

NON-CSU.EDU HOSTNAMES FOR UNIVERSITY SITES

The IT will not register non-csu.edu host names that are not directly associated with the main university domain name.