MISSISSIPPI STATE UNIVERSITY

OPERATING POLICY AND PROCEDURE

INTERNET DOMAIN NAMES AND SERVICES

Purpose

The Domain Name System (DNS) provides address mapping of a computer's canonical name, e.g., *mycomputer.myunit.msstate.edu*, to the Internet Protocol (IP) address, e.g. 130.18.24.166, of the computer. Domain names are structured hierarchically so that a top-level domain may have several subdomains each of which may be further subdivided into additional subdomains. For example, the top-level domain name for Mississippi State University is registered as *msstate.edu*. In essence,

msstate.edu **(or MsState.edu) is the "Internet identity" of Mississippi State University.**

Various units within the university are assigned subdomains of the university's top-level domain. For example, Computer Science and Engineering may have a subdomain identified as *cse.msstate.edu* and a particular computer within that subdomain might be identified (and addressed) as *www.cse.msstate.edu*. It is clear that as the network and network devices expand within the university, it is essential that the naming conventions and the organization of the name space be well managed. Like street names and addresses, these names are the manner in which resources on the network are addressed. Information Technology Services is the steward of the MSU campus network and serves as the manager of network issues such as naming and interfacing to the external world.

Administration of the university's name space is via domain name servers, or *nameservers*. The presence of these servers eliminates the need for any department to deploy its own nameserver.

In addition to providing domain name service for the Mississippi State University domain (*msstate.edu*), the university does, under certain conditions, provide domain name service for non-university agencies, organizations and groups. The conditions for doing so are included in this policy.

Policy

The *msstate.edu* domain is reserved for official functions of Mississippi State University, and *msstate.edu* will be the top-level domain of all official university domains hosted on university-managed servers.

The name of a subdomain should be that of an organizational unit (department, college, center, etc.), e.g., *cse.msstate.edu*, a cross-unit project or program or group, e.g., *instr-tech.msstate.edu*, or an institutional service, e.g., *mycourses.msstate.edu*. Subdomains containing someone's name are normally reserved for persons of special distinction or significance to the institution and are allowed only with special permission by the appropriate Vice President. All subdomain names must be approved by and registered with Information Technology Services. A complete list with descriptions will be maintained by ITS at *http://www.its.msstate.edu/msstate-subdomains*.

With certain restrictions, ITS will provide domain name service for domains outside of the MSU domain (*msstate.edu*). Such domains may be granted in the following cases:

- Non-profit, non-commercial academic agencies, institutes, consortia, or programs affiliated with MSU (but not a component of MSU).
- State of Mississippi governmental agencies, units, or programs.
- Non-profit professional organizations associated with State of Mississippi agencies.
- Non-profit professional organizations in which MSU faculty, staff, or students are involved in an official capacity.
- Other public education entities, including museums and libraries.

MSU is a state-funded educational institution and commercial or commerce-related sites will NOT be served by our nameservers.

Procedure

ITS will maintain a registry of all non-MSU domains being hosted within the MSU-allocated address space at ***http://www.its.msstate.edu/hosted-domains***.

To request the establishment of an *msstate.edu* subdomain, the requesting party should send their request for the subdomain to ITS using the subdomain request form (***http://www.its.msstate.edu/subdomain-request-form***). The request should be submitted or approved by the chief executive officer of the unit, program, or project.

Requests to provide domain name service for non-MSU domains must be submitted to ITS using the non-MSU domain request form (***http://www.its.msstate.edu/domain-request-form***). This request should be submitted or approved by an appropriate official of the organization or agency.

Requests to provide domain name service for non-MSU domains will be evaluated by ITS for appropriateness and usage levels. Such requests that are judged to be inappropriate or that require excessive resources will not be approved.

ITS will charge $50 per year for all non-MSU domains in addition to any applicable registration fees. Resource recovery charges will be added for sites which have an active domain name database or which generate a large amount of DNS traffic.

Review

This policy will be reviewed at least every four years by the Chief Information Officer with recommendations for revision presented to the Provost and Executive Vice President.

Authorization

RECOMMENDED BY:

/s/ Mike Rackley   05/14/2013
Chief Information Officer   Date

/s/ Jerome A. Gilbert   05/17/2013
Provost and Executive Vice President   Date

REVIEWED BY:

/s/ Lesia Ervin   08/20/2013
Director of Internal Audit   Date

/s/ Joan Lucas   08/29/2013
General Counsel   Date

APPROVED:

/s/ Mark Keenum   09/20/2013
President   Date