

**GEORGIA SOUTHERN**
UNIVERSITY

Domain Name System Policy

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Responsible Party: Vice President for Information Technology Services & CIO

I. Purpose

The domain name system (DNS) is an Internet-wide distributed database of names primarily associated with Internet Protocol (IP) addresses. It is also a tool for locating services since many services are known by their domain name. For example, the hostname "www" has come to be well known as the name of a system which provides web (HTTP) service, and the domain name "www.georgiasouthern.edu" is thus known as the primary web server address for Georgia Southern University.

A formal policy regarding domain names is necessary because:

1. Individual departments and units within the University need to offer and communicate new or unique services to the Internet.
2. Representation of the University in cyberspace must appear authentic to network users.
3. Central administration of domain names ensures that domains do not unexpectedly expire, or that domains of interest are not lost to the public.
4. There are an increasing number of requests for domain names.
5. There have been requests for ITS to register domain names outside the georgiasouthern.edu domain.
6. Persons have independently created domains for University-affiliated purposes.

II. Policy Statement

It is the policy of the University that the Domain Name System be administrated consistently, securely, and according to best practices such that the University and its technology services are appropriately represented in cyberspace to which:

1. Information Technology Services is the sole agent for the University that is responsible for registering and maintaining DNS names for the University and its affiliates;
2. Only approved DNS systems are permitted on the Georgia Southern network;
3. The principal domain name for Georgia Southern University is "georgiasouthern.edu". All services that are provided by Georgia Southern University will be registered within the georgiasouthern.edu domain according to the standards and procedures authorized by the VPIT/CIO in support of this policy;
4. All services that are provided by either members or nonmembers of the Georgia Southern University community, but that are not part of their official functions as members of the community or as part of the mission of the institution, must be registered outside the georgiasouthern.edu domain;

5. The University may acquire domains to protect its interests, but not necessarily use them to represent services. In such cases, the domains should not resolve to any service, or should redirect to a hostname or subdomain within georgiasouthern.edu;
6. The VPIT/CIO is responsible agent of the University for all domain disputes. For disputes with entities outside of the University, the VPIT/CIO will work under the direction of the Office of Legal Affairs to resolve disputes.

III. Exclusions

1. Existing hostnames or subdomains registered under georgiasouthern.edu that do not conform to this policy will be reviewed to bring them into conformity with this policy. The VPIT/CIO may grant existing host names or subdomains "grandfathered" status, when a business case exists to support continuance.;
2. All exceptions that are granted to the normal subdomain naming within the georgiasouthern.edu domain will be assigned an alias to the domain that would otherwise normally apply to the request, if such a domain exists. This will allow users to use network tools to determine the unit to which a particular service is affiliated even though the affiliated unit does not appear in the exception name (e.g. housing.georgiasouthern.edu = www.GSUhousing.com);

IV. Procedures

The procedures for administering this policy are maintained in a separate document and are subject to changes within the scope of this policy.

V. Definitions

The IP address is a 32-bit number, commonly represented as four 8-bit numbers separated by dots, used to identify a host on the Internet. The IP address is used by the network to route messages from one host to another.

Domain Name System (DNS) is the method or scheme for associating names with an IP address and other data. It contains information about computers and in some cases the services they provide.