

Departmental Server / FIN-ITS-005

I. Purpose of the policy

Establish standards by which Departmental Servers will be held to.

II. Applicability and Authority

All PSU departments and their affiliated members with department based servers.

III. Detailed Policy Statement

Departmental servers are permitted when there is a sound business case. Departmental servers will not be funded by ITS. It is the responsibility of the department requesting the server to acquire funding.

All departmental servers are subject to the following:

- No server may overlap functionality provided by ITS, with the exception of file shares, nor may it be used to subvert ITS services, restrictions, or policies.
- Servers must be purchased through ITS, and meet ITS requirements for manufacturer, model, form factor, etc.
- To further the sustainability goals of PSU, the server must take the form of a virtual machine provided by ITS when possible. If a virtual machine is not possible, then the server must be hosted in ITS datacenters, or in another secure and environmentally suitable location approved by ITS.
- Where possible, servers must be centrally authenticated.
- User accounts must follow PSU username and password conventions.
- ITS requires administrative access, and reserves the right to inspect, modify, disconnect from the network, or shutdown the server when deemed necessary.
- Departmental servers and their users are subject to the Acceptable Use Policy and all other ITS, University and USNH policies.

IV. Procedures

Plymouth State Policy

Policy Title: Departmental Server

Effective date: 08/11/2014

Last Revision: 06/26/2014

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A binding Service Level Agreement (SLA) must be created and agreed upon by ITS and the department and must be signed by a designee of ITS and the Chair of the department requesting the server.

V. Non-compliance

ITS reserves the right to disconnect any server due to policy violation.

VI. Definitions

Server A server is defined as any computer which provides services to multiple clients or users.

Virtual Server Refers to hosting many servers on a single physical machine through hardware abstraction.

VII. Related Policies / References for More Information

- Acceptable Use Policy