

Aberdare Community School Ysgol Gymunedol Aberdâr



IP Address Allocation Policy

Date Adopted	27 th September 2023
Signature of Headteacher	<i>Carol Morgan</i>
Signature of Chair of Governors	<i>Mama</i>
Date to be reviewed	September 2025

IP ADDRESS ALLOCATION POLICY

Review

This policy has been approved by the Technical Management Team and any amendments to it require the team's approval.

- Last approval: N/A
- Last review: N/A
- Next review: TBA

Overview

The purpose of this policy is to describe the distribution and designation of IP addresses and host names on the Aberdare Community School's network maintained by ACSCS.

The Policy is maintained and regulated by Computing Services and is cross-referenced to, and by, a number of other School policies and regulations.

The Policy will be made available to users of the network and related services and facilities. There will also be periodic review of the Policy and, if necessary, amended from time to time. This will be necessary with regard to the expected developments of the system, the operational use of the system and generally recognised best practice.

The network is provided by the School is to support its primary role of education and research and associated functions related to this role.

Statement of Authority, Scope and Responsibilities

This policy is intended to detail the rules for the use and designation of IP addresses and hostnames for all members (generally staff and students) of the School who use the Schools Network and related services. This policy applies to all hosts connecting to the network either physically or virtually. The Policy is applicable to all members the School including staff, students and other authorised users of School IT facilities.

The School complies with and adheres to all its current legal responsibilities including Data Protection, Electronic Communication, Human Rights, Computer Misuse, Copyright and Intellectual Property.

Statement of Responsibilities

Individual users are responsible for their own actions. The use of the network by individuals at ACS assumes and implies compliance with these policies without exception. Every maintainer of hosts on the network has a duty to ensure they practise appropriate and proper use and must understand their responsibilities in this regard.

Senior management of Computing Services will be responsible for ensuring heads of Faculties, Departments, Schools, Centres and Units are aware of this policy; they in turn will be responsible for informing their people of this policy.

Computing Services are responsible for publishing and maintaining all the relevant IP and hostname data through a hosts file and DNS.

Computing Services is responsible for IP policy as a whole. Certain areas of IP allocation and naming will be delegated to named local supporters. This will be with the full cooperation and support of Computing Services. A list of the relevant delegated members will be published with the central data.

IP/Hostname Registration

Only authorised users of the School computer systems are entitled to use ACS hostnames and IP addresses on the network. All hosts connected to the network must have a registered IP address and hostname. Hosts that are not registered will be terminated.

Statement of Delegation of IP Registration Authority to Named Supporters

ACSCS will maintain a list of delegated IP ranges and hostname prefixes. A link between each range and its recognised IT supporters will be made. For a delegated range, instructions to add or modify the hosts/DNS database will only be accepted from those recognised support groups associated with the range in question. Any other requests received by ACSCS, for which a support group is defined, will be forwarded onto the respective IT support group for their attention.

Hostname Conventions

All hosts should have a unique name that is registered in the hosts DNS; the unique name will be registered so that reverse lookups are self-consistent. For efficiency and fairness naming has been codified. In general, for end hosts, these take the form "X00Y00" where "X00" is the room allocation, "Y00" is the machine type and machine number.

Superseding conventions will not be applied retrospectively. Additional address records or aliases may be considered for servers, this is designed to allow continuation of services e.g. Department file/web server.