Purpose:
The purpose of this policy is to define the conditions required to register a domain name.

Policy:
The following applies:

- All domain names must be registered by Information Technology Services (ITS) and be approved by the Chief Information Officer or delegate.
- It is the requester’s responsibility to inform ITS that the domain name is no longer required. The domain name sponsor budget centre will automatically be charged for the yearly renewal fee until a notice of cancellation is received.
- ITS will not undertake the transfer of domain names registered with external ISPs to the University’s Domain Name Server. This must be performed by the requestor.
- ITS will administer the domain name and costs will be charged to the requester’s budget.

Definitions:

Budget centre:  A unit, department etc. that controls its own budget.

Domain Name: Alphabetic names used to refer to computers on the internet; strings of letters and numbers (separated by periods) that are used to name organisations, computers and addresses on the internet.

Audience:
All Massey University staff that require a Domain Name.

Relevant legislation:
Nil

Legal compliance:
Nil

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Related procedures / documents:

Use and Access to Information Technology Systems Policy
Policy on Staff Conduct
Code of Student Conduct

Document Management Control:

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