Departmental Server Authorization Form

Blue Mountain Community College procedures require that all servers (see definition below) attached to the College network will be authorized by Information Technology before use.

Purposes:
The primary purposes of this process are to ensure:

- Security for the network, the servers, and other equipment attached to the network, and
- Safeguarding of the integrity, security, and confidentiality of BMCC data.

Definition of server:
A server is a general-purpose computer system that is running one or more applications that allow remote access to data or remote control of the system. This includes, but not limited to computers running: PCAnywhere, Remote Desktop, VNC or Timbuktu.

Send completed forms to: Robert Tally at rtally@bluecc.edu. Phone 278-5830 if you have any questions about completing the form.

The server administrator will be responsible for the following:

- Ensure that approved security measures remain in place;
- Keep the server and all of its software current with security patches;
- Maintain up-to-date antivirus software and definitions;
- Maintain operating systems at the level recommended by the vendor;
- Schedule and maintain backups for server configuration and contents to ensure timely recovery from a system failure;
- Develop a disaster recovery plan or contingency plan that includes steps that will be taken to ensure integrity of the data on the server and steps that will be taken to ensure continuing service in the timeframe required by the services provided on the server;
- Update server information annually;
- Notify Information Technology when the server is taken out of service.

By signing this form, the department head or unit supervisor...

- Agrees and ensures that Information Technology may conduct reasonable security testing of the server before it is made available externally and periodically thereafter;
- Agrees and ensures that, if a significant security weakness is identified, the server will be disconnected from the network until that weakness has been rectified;
- Assumes full responsibility for ensuring that the content of the server complies with all relevant local, state, and federal laws (including, but not limited to, those governing copyright, trademark protection, and software licensing);
- Apprises Information Technology of all changes in contact information for management and technical support for the server;
- Certifies that information about students, faculty, employees, and clients (past, present or prospective) does not reside on the server. Seek exemption from this requirement if there are compelling reasons for having such information on the server;
- Certifies the safeguarding of all backups and copies of BMCC data.

Department Information

Dept Name:	Date:
Dept Address:	Dept Phone:
Dept Email (if any)	
Department Head or Unit Supervisor:	
Title:	
Signature:	

Administrator Contact Information

The primary and backup administrator contact information is required. You may provide other technical support contacts. All administrators and other technical support contacts will be contacted if there is a problem detected with the server

Primary Server Administrator Name:	Phone:
Email:	Office (Building and Room):

Backup Server Administrator Name:	Phone:
Email:	Office (Building and Room):

Other Technical Contact Name:	Phone:
Email:	Office (Building and Room):

Other Technical Contact Name:	Phone:
Email:	Office (Building and Room):

Server Information

Please provide basic information about the server. Include a brief description of how the server will be used, and an outline of the contingency plan, the room number where it is located, the type of hardware (PC, Mac, Sparc, etc.), the operating system (including version). **No SMTP relay to the approved BMCC email server will be authorized or used.**

Server Name:	Date Operational:	Date Retired:	☐ New ☐ Update
Purpose:			
Contingency Plan: (Include information on how important the server is, how long it can be down, and the general plan for recovery when there is a hardware failure			

Server Location:	Hardware:	Operating System:

Network Information

Please provide the following for each network interface card in use on the server.

IP Address	MAC Address	DNS Name (if any)

<u>* If the server connects to the network via a wireless access point, please list the MAC address of the wireless network interface card in the server, not the MAC address of the access point.</u>

Services

For each service running on the computer, please provide the following information. The name of the application (including version number), what protocols (TCP, UDP, etc.) and ports it is running on, any special DNS name associated with the service, and indicate whether this service should be accessible from the Internet.

Application	Protocol	Ports	DNS Name	Internet Accessible

Information Resources Use

Received:	Approved:	Firewall Changed:

Admin Procedure 04-2004-0001 Rev: 02-07