

# Network Management Program

IT Committee of the Association of Independent Living Groups, Inc.

effective July 1, 2021 (version 5.0)

## 1 Introduction

MIT has an extensive community of fraternities, sororities, and independent living groups (FSILGs), collectively represented by the Association of Independent Living Groups, Inc. (AILG). The AILG contracts with MIT's Department of Information Systems and Technology (IS&T) to provide network access and networking equipment to the independently owned FSILGs. These services and equipment are maintained through the Network Management Program (NMP).

The Network Management Program is operated by the AILG IT Committee, which includes representation from MIT IS&T, the AILG, and FSILG alumni. The IT Committee meets several times a year to ensure that the program is working as intended. Each FSILG must agree to the terms of the NMP to receive network access. More information on the AILG IT Committee is available from its website at <http://ailg.mit.edu/it>.

### 1.1 Overview of responsibilities

#### **FSILG responsibilities:**

- Keep network closets clean and uncluttered.
- Provide up-to-date contact information for at least two current residents.
- Respond promptly to all inquiries and inspection requests from IS&T.
- Pay the NMP fee and other associated costs, as described below.

#### **IS&T responsibilities:**

- Provide a connection to MIT's campus network.
- Configure network equipment and maintain it in working order.
- Provide technical support to FSILG residents.

## **2 Terms of service**

### **2.1 Program fee**

Each FSILG must pay the annual Network Management Program fee to participate in the NMP. The fee is negotiated by the IT Committee in June of each year and is then invoiced to each house by the FSILG Cooperative Inc. (FCI).

The NMP fee does not include wired network switches, wireless access points, or the amortized installation costs for fiber optic cabling. Where applicable, these items are billed separately by the FCI. A schedule of estimated expenses can be found on the AILG IT Committee website at <http://ailg.mit.edu/it>. Costs will vary from year to year and from house to house.

### **2.2 Network connectivity**

IS&T will provide each house with a one-gigabit fiber optic connection to MIT's campus network. IS&T will also provide the termination equipment and the entry switch necessary to utilize the fiber optic connection. FSILGs are not permitted to tamper with this equipment in any way.

### **2.3 Inspections and Cleanliness of Network Closets**

Every semester IS&T will inspect the network closets of each FSILG to make sure the equipment is in good working order and the closet is clean. The fee for each inspection is \$200. This takes a good deal of coordination to get to each house, so as an incentive to respond quickly and make sure the closets are clean, this fee will be rebated if the IS&T inspection is scheduled promptly, goes well, and the closet is found to be clean. The Division of Student Life underwrites the majority of the cost of the FSILG network connection, so fees serve to modestly decrease the amount of DSL financial support. However, DSL's expectation is that most, if not all, fees will be rebated.

FSILGs should respond promptly to all scheduling inquiries and for providing access to the building during these visits. Please note each FSILG is responsible for keeping its network closets clean and for maintaining easy access to all network equipment. FSILGs may not use network closets for storage that would impede access to the network equipment. FSILGs must protect network equipment from any dust or debris.

### **2.4 FSILG contacts**

Each FSILG must respond within one week to inquiries and requests for access to closets. Each FSILG must provide up-to-date contact information for at least two current residents. Each resident's contact information must include an email address and a telephone number. Contact information should be provided to the FCI at <http://fsilg.coop>. FSILGs must respond promptly to all inquiries from IS&T. Alumni organizations are also encouraged to designate alumni network contacts with the FCI.

## 2.5 Equipment

Each FSILG is responsible for purchasing wired network switches and wireless network access points from IS&T. These purchases are collectively organized by the IT Committee of the AILG and have historically been subsidized by the MIT Independent Residence Development Fund (IRDF). IS&T is responsible for configuring this equipment and maintaining the network in proper working order. FSILGs are not permitted to alter the configuration of this equipment.

## 2.6 Building wiring

Each FSILG is responsible for maintaining the wiring and network drops through- out its building. Each FSILG is also responsible for patching its network drops into the wired network switch. These costs are not included in the NMP.

## 2.7 Telephony

For FSILGs who choose to implement MIT's Voice-Over-IP (VOIP) service, IS&T has reserved two telephone numbers on the MIT VOIP telephone system for no charge. Each participating FSILG is responsible for configuring the forwarding behavior of its telephone numbers using the web interface. Physical telephones may be purchased through the FCI and will be delivered pre-configured for each FSILG's wired network. To obtain the VOIP numbers of your FSILG, please contact the committee at [ailg-it@mit.edu](mailto:ailg-it@mit.edu).

## 2.8 Technical support

IS&T will provide support for all aspects of network usage. FSILG members requiring technical support should visit the IS&T help desk or email [servicedesk@mit.edu](mailto:servicedesk@mit.edu) or call 617-253-1101 anytime. Known network issues will be listed by IS&T at <http://3down.mit.edu>.

## 2.9 MIT rules

FSILG network users must follow the MITnet rules of use at <https://ist.mit.edu/network/rules>, the section 13.2 of the MIT information technology policies at <http://web.mit.edu/policies/>, and all applicable laws.

In particular, IS&T does not permit additional routers or switches to be attached to the network. Network ports with a router or switch attached may be disabled.

Network equipment owned by IS&T may be removed from the premises in the case of a severe or recurrent violation.

### **3 Agreement**

This agreement shall remain in force until superseded.

#### **FSILG information**

Organization name: \_\_\_\_\_

Building address: \_\_\_\_\_  
\_\_\_\_\_

#### **House corporation information**

Corporation name: \_\_\_\_\_

Mailing address: \_\_\_\_\_  
\_\_\_\_\_

#### **Designated representative of house corporation**

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_