

Network Management Program

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

July 1, 2019 (version 4.0)

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 monthly to ensure that the program is working as intended. Each FSILG must agree to the terms of the NMP in order 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 in order 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. When applicable, these items are billed separately by the FCI. A full schedule of expenses is given in Section 3 below, although 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 independently responsible for maintaining the wiring and network drops throughout its building. Each FSILG is also responsible for patching its network drops into the wired network switch. These items 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 configured and will provide upon request 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.

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. 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 <http://ist.mit.edu/network/rules>, the MIT information technology policies at <http://web.mit.edu/policies/13/13.2.html>, and all applicable laws.

In particular, IS&T does not permit additional routers to be attached to the network. Network ports with a router 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 Summary of expenses

The table below depicts the typical total network expenses incurred by an FSILG during the 2019-2020 academic year. Some expenses will vary from house to house and from year to year.

Expense Category	Total Cost	Annual Cost
Semesterly Inspection Fee Each semester IS&T must inspect the equipment and network closet. If the access and the inspection go well, the fee will be rebated.	\$200 <i>Per inspection with 2 per year.</i>	\$0 -\$400 <i>No IRDF support</i>
Network Management Program Fee Connectivity to MITnet, rental of the entry switch, technical support, and service visits once per semester	\$2,100 <i>Annual expense, in perpetuity</i>	2,100 <i>No IRDF support.</i>
Wireless network hardware Wireless network access points, including hardware, installation, and management	~\$10,000 <i>Every 5 years, next up in 2019.</i>	~\$2,000 <i>Varies by house. 50% IRDF grant.</i>
Wired network hardware Switches for wired network drops, including hardware, installation, and management. Cost is per 48 drops	~\$6,500 <i>Every 5 years, next up in 2021.</i>	~\$1,300 <i>Varies by house. 50% IRDF grant.</i>
Backbone wiring and patching Upkeep of Ethernet wiring and drops within the house. Many houses have deferred this maintenance.	~\$300 per year <i>House handles independently.</i>	\$300 <i>75% reimbursable by IRDF EOG</i>
Fiber optic cable installation Installation of a direct fiber-optic connection between MIT building OC11 and the off-campus houses.	~\$40,000 <i>Amortized over 10 years, up in 2023</i>	\$4,000 <i>Off-campus only. 75% IRDF grant.</i>
Telephony Installation of a direct fiber-optic connection between MIT building OC11 and the off-campus houses.	\$0 <i>Absorbed by IS&T</i>	\$0 <i>FSILG maintains service.</i>

In total it costs approximately **\$10,100** per year to maintain a typical FSILG's network, of which **\$4,825** is paid by the FSILG. For a house of 25 people, the out of pocket network expenses amount to about **\$19** per person per month

4 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: _____