

1 Domain Name System (DNS)

2 Effective: Moved to the Policy Library from ITS on August 26, 2009

3 Contact: [Information Technology Services \(ITS\)](#)

4 Introduction

5 The Domain Name System (DNS) is a hierarchical naming system for computers, services, or any resource participating in
6 the Internet. The DNS translates meaningful domain names to the numerical (binary) identifiers associated with networking
7 equipment for the purpose of locating and addressing these devices world-wide.

8
9 The purpose of this policy is to:

- 10 • Define the format for university domain names
- 11 • Provide a review mechanism to avoid naming conflicts
- 12 • Safeguard the reputation of the university
- 13 • Avoid competition with commercial entities
- 14 • Protect the privacy and security of confidential information

15 Policy Statement

16 The format for Iowa State University domain names is "hostname.subdomain.iastate.edu." This naming structure is intended
17 to follow Iowa State University's internal organizational structure. The subdomain component of the domain name is the
18 official Iowa State University entity name or its official university abbreviation. The hostname component of the domain name
19 may be chosen by the affiliated entity and will be reviewed by ITS for appropriateness.

20
21 University entities may apply for other domain names under certain conditions such as a specific name not normally possible
22 under the Iowa State University domain name format. All avenues of compliance to the university's above listed structure
23 must be explored before allowance to deviate will be considered. One condition of allowance is that the domain(s) must
24 redirect to the approved university iastate.edu domain name or a third-party service provider, contracted by Iowa State
25 University.

26
27 A university domain name may not point to an off campus hosted web site. An exception may be granted if the requestor
28 meets the following requirements:

- 29 • A written contract is executed between the university entity and the off campus vendor.
- 30 • The requestor's proposed university domain name is approved by ITS prior to signing the contract.
- 31 • The contract identifies what university data is transmitted and stored by the vendor.
- 32 • The contract identifies how university data will be protected and that the vendor asserts which federal and state data
33 security policies it is compliant with.
- 34 • The contract stipulates that Iowa State University owns the data and how ISU obtains possession of said data after the
35 contract ends.
- 36 • The contract is reviewed and approved by the Purchasing Department (under guidelines from General Counsel and the
37 Chief Information Officer).
- 38 • If university trademarks are included in the domain name(s), upon expiration or termination of the contract, the domain
39 name(s) must be assigned to the university.

40 The Trademark Licensing Office has been delegated the responsibility for managing and maintaining the university's domain
41 names that contain university marks. The use of any university trademarks in domain name(s) must be reviewed and
42 approved by the Trademark Licensing Office, and, if appropriate, the Trademark Licensing Office may register and maintain
43 the domain name(s).

44 University entities must register all websites hosted on their domain names in the central website registry. This includes all
45 official and affiliated sites that provide university information and services.

46 Resources

- 47 • [\[LINK TO WEBSITE REGISTRY – TO BE ADDED LATER\]](#)
- 48 • [Information Technology at ISU](#)
- 49 • [Trademark Licensing Office](#)

- 50 • [Purchasing Department](#)
- 51 • [Office of General Counsel](#)