

Policy Identifier: MIE Policy on IT Facilities Provided to Licensed Offices

Policy Title:	MIE Policy on IT Facilities Provided to Licensed Offices
Description:	Policy outlining the IT facilities provided to Licensed Offices and the responsibilities of the Licensed Officers when using the IT facilities.
Author (Position):	Chief Financial Officer and IT Team
Version:	1
Approved By:	MIE Governing Body
Policy Approval Date:	January 2019
Date of Next Policy Review:	April 2023 (or as necessary)

MIE Policy on IT Facilities provided to Licensed Offices

1. Services Provided to Licensed Offices

The following services are available to licensed offices:

- 1.1. Ethernet network points in designated offices on the main campus
- 1.2. Mail services to designated email addresses within the "mie.ie" domain
- 1.3. Access to the World Wide Web via Marino Institute of Education (MIE) proxy servers
- 1.4. One IP address available per connection point
This is fixed and remains the property of MIE; this number cannot be moved when the company relocates off campus
- 1.5. IT support as outlined in the service level agreement, negotiated on an annual basis, in conjunction with IT Team and Finance Officer of MIE.

2. Services not Provided to Licensed Offices

The following services are not available to licensed offices:

- 2.1. Specialised documentation for company connections and activities
- 2.2. Any connection to the MIE network once the company moves off campus or ceases to be a licensed office
- 2.3. Any support for private IP numbers: only MIE assigned numbers will be supported

3. Expectations of Licensed Offices

Licensed offices and their staff are expected to:

- 3.1. Conform to the MIE's rules and regulations; special note should be made of the [MIE Staff & Students Code of Conduct for Use of IT Systems](#)
- 3.2. Adhere to all relevant legislation e.g. [Data Protection Act](#), [Child Trafficking and Pornography Act](#) etc.
- 3.3. Adhere to the [MIE IT Acceptable Use Policy](#)

4. Charges

- 4.1 Each network point will be invoiced at €600 per annum and a further charge of €110 will be made for the installation or connection of a phone point per annum per user.

- 4.2 There may be some discrepancies in the costs charged for services and those allocated by IT Team due to the times that prices are set and the year to year variation in Unit Costs.
- 4.3 IT Team reserve the right to charge for network usage; this charge will be based on the number of bytes transferred in and out of MIE.
- 4.4 IT Team will negotiate with such licensed offices as have been identified as using large amounts of network bandwidth before levying such charges.

5. Responsibility

The Chief Financial Officer and designated members of MIE IT Team are responsible for this document and associated service level agreements, as negotiated on an annual basis with new and current licensees of offices on MIE's campus.

6. Related Documents

- 6.1. [MIE Acceptable IT Use Policy](#)
- 6.2. [MIE Staff & Students Code of Conduct for Use of IT Systems](#)