COMPUTER NETWORK ADMINISTRATION RULES OF THE INSTITUTE OF BIOPHYSICS OF THE CAS, V. V. I.

Article 1

Fundamental provisions

1. The computer network of the Institute of Biophysics of the CAS, v.v.i. (hereinafter IBP) is part of the Brno Academic Computer Network (BACN). It is directly connected to the national network for science and research and through it to the Internet.

2. The term computer network (or just network) refers to all technical and program means that serve both to interconnect computers and to utilize this interconnection. The mission of the computer network is the data interconnection of IBP departments and their connection to the BACN metropolitan area network to ensure the operation of the IBP:

   a. the metropolitan backbone network is part of the computer network that interconnects individual IBP departments with other institutes of the Czech Academy of Sciences in Brno and with universities in Brno;

   b. the IBP backbone network is part of the computer network that interconnects IBP premises;

   c. a local area network is part of the network that includes terminals (user stations, servers, printers, etc.) and that interconnects these devices with the connection point of the local area network within the premises, or even with each other;

   d. a server is a service computer (or program) that provides clearly defined services or means (resources) to users;

   e. a network application is a program (software) working directly for the user that provides predefined network services to the user;

   f. a network service is the ability to satisfy predefined requests or needs of users (the device providing the services is referred to as a server).

3. The rules established by this directive are binding for computer network administrators. These rules are also binding for users who independently manage their own computing means connected to the IBP computer network.

4. The methodological management of network administrators is carried out via the Computer Technology Commission (CTC), which is an advisory body to the IBP management. CTC members are IBP network administrators and other persons appointed by the IBP management.

5. The CTC prepares materials for the creation of the IBP network administration policy and submits them to the IBP management.

6. A computer network administrator is a person responsible for the operation of a specific computer network, part of a network, or a server (or network application).

Article 2

Organizational structure of the IBP computer network administration

1. The IBP computer network has a hierarchical structure. Its breakdown is as follows:
   a. IBP backbone network,
   b. local area network,
   c. server,
   d. network applications.

2. The backbone network administration is provided by the Centre for Information Technologies (hereinafter CIT). Local area network administration, server administration and network application administration are provided by the respective administrators.

3. Administration of individual networks can be combined.

4. From a technical and methodological point of view, administration management proceeds hierarchically from top to bottom according to Art. 2, point 1 from the IBP backbone network administrator to the network application administrator.

5. The CIT ensures the operation of the central IS and the computer technology of the IBP.

6. The IBP backbone network administrator is subordinate to the IBP management. Local area network, server and network application administrators are subordinate to the relevant head of division (if the local area network, server or network application falls under a lower organizational division) and are under the methodological guidance of the IBP backbone network administrator.

7. The list of administrators of the individual parts of the IBP network must be publicly available on the IBP website.

Article 3

Rights and obligations of the IBP computer network administrators

1. The application administrator (if not appointed, these responsibilities are transferred to the server administrator or the local area network administrator):
   a) ensures the operation of the application (installation, upgrading, configuration, data backup, etc.),
   b) creates user accounts according to policies applicable to the specific application and assigns access rights to users,
   c) is responsible for the safe storage of backup data.

2. The server administrator (if not appointed, these responsibilities are transferred to the local area network administrator):

   a) ensures the operation of the server,

   b) creates user accounts according to the policies applicable to the operation of the server and assigns access rights to users,

   c) maintains system configurations for computers whose system is booted from the server,

   d) is responsible for the safe storage of backup data.

3. The local area network administrator (if not appointed, these responsibilities are transferred to the backbone network administrator):

   a) ensures the operation of the local area network from the connection point of the IBP backbone network to the terminal stations,

   b) ensures the proper functioning of local servers (unless an administrator of the respective server is appointed),

   c) creates and manages user accounts according to the policies applicable to the operation of the local area computer network and assigns access rights to users,

   d) maintains system configurations for computers whose system is booted from the server,

   e) maintains an up-to-date list of MAC and IP addresses of all connected devices and reports changes to the IBP backbone network administrator,

   f) in cooperation with the IBP backbone network administrators carries out all interventions in the local area network (topology changes, network construction, etc.),

   g) informs users about the rules of working in the network,

   h) is responsible for the safe storage of backup data.

4. The IBP backbone network administrator:

   a) ensures the operation of the IBP backbone network,

   b) supervises the operation of network services,

   c) organises the introduction of new network services,

   d) organises the administration of local area networks and servers,

   e) assigns electronic mail addresses,

   f) assigns IP addresses,

   g) ensures the operation of central servers (DNS, email, etc.),

   h) performs regular monitoring of the IBP computer network,

i) has an awareness of the status of active elements and their functionality,

j) maintains the plan of the current topology of the IBP network,

k) authorizes any interventions in the cabling in the IBP, topology changes, and the like,

l) in cooperation with the local area network administrators carries out changes in the IBP network,

m) expertly guides the local area network, server and network application administrators,

n) provides expert consultations to the administrators of subordinate networks,

o) cooperates with the metropolitan backbone network administrator,

p) provides connectivity to related computer networks (BACN, CESNET, INTERNET, EDUROAM) for the IBP,

q) keeps track of development trends in the field of computer networks and proposes a way to implement them into the IBP network to the IBP management,

r) plans and carries out the development of the IBP network,

s) provides expert consultations to the IBP management.

5. Rules for all administrators - at all levels:

a) ensure the operation of the network, server, or network application,

b) check compliance with the rules of operation of the network,

c) monitor the operation of the network and resolve potential collisions,

d) back up and archive data on managed devices.

Article 4

Administration rules of computer network and server services

1. Computer network and server services administration rules are established by the IBP management based on recommendations from the CTC.

2. Computer network and server services administration rules are published on the Web.

3. Computer network administration rules may establish restrictions that are in the interest of application and IBP computer network security or required by relevant RFC recommendations.

Article 5

Rights and obligations of administrators in the domain of computer network security

1. Administrators (regardless of their position in the network hierarchy) are obligated to ensure the security of the operation of the IBP computer network.

2. The network administrator is obligated to notify the head of CIT without undue delay of any detected security incidents and to document these incidents.

3. The network administrator is obligated to notify other IBP network administrators of detected deficiencies in the security of the IBP network.

4. The administrator has the right to check user data and monitor their activity in the network, either at random or in cases of suspected violations of the rules of operation of the IBP computer network. In doing so, the administrator is obligated to maintain the confidentiality of the information they obtain, unless they detect a violation of the rules of operation of the computer network. If they detect a violation of the rules, they are obligated to proceed according to the relevant provisions of Articles 6 and 7 of the "Rules of operation of the IBP computer network in Brno" directive.

Article 6

Final provisions

These rules take effect on the date of signature. The computer network administration rules of 03/12/2003 also expire on this date.

In Brno on 13/08/2015

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