

# Tech Team Policy

Updated Winter 2009

## Mission Statement

To bring online, as need proven technologies that help the ICC Office and the houses maintain internal networks, internet access, guff computers, and perform IT tasks...

...And to protect from the ever-threatening presence of Skynet

## 1. FUNDING

**1.1 Proposals:** Proposals can be defined as:

**1.1.1 Funding Proposal:** When a house comes to the tech team for funding approval for anything tech-related.

**1.1.1.1:** Funding proposals shall require majority vote.

**1.1.2 Project Proposal:** When a house comes to the Tech team for approval for anything tech-related that requires hands-on implementation by Tech Team members.

**1.1.2.1:** Approval is based on Tech Team availability.

**1.2 Compensation:** If any project requires or has more hours, the General Manager may opt to open temporary positions that the Tech Team may apply for.

### 1.3 General Purchasing Rules

**1.3.1:** No retroactive funding is allowed.

**1.3.2:** All projects are brought to tech team, approved, purchased by the house, then funded through the finance office.

**1.3.3:** No funding is provided for individual consumable supplies, including, but not limited to paper, ink/toner, or data storage media

### 1.4 Equipment Loans

**1.4.1:** Tech Team may lend out equipment to any ICC member, and shall be responsible for maintaining loan records from semester to semester.

**1.4.2:** The ICC member must be made aware that failure to return equipment will result in the assessment of the full cost of the equipment handed out

**1.4.3:** Equipment handed out to houses, that are lost or stolen shall have it replaced and the house will be assessed the full cost of the equipment.

## 2. NETWORKING TECHNOLOGY

**2.1:** Wireless networks are preferred. A wired network may be added on to a house's existing wireless network.

**2.2:** Before a wiring project may begin, the Maintenance Coordinator must be consulted to ensure that wiring projects are up to "code"

## 3. ROUTER POLICY

**3.1:** Tech Team may loan out routers to houses free of charge, except under section 1.4 (Equipment Loans)

**3.2:** The default router model shall be Linksys WRT54GL unless stated otherwise by the Tech Team under its mission statement.

**3.2.1:** The default firmware for routers shall be Tomato.

**3.2.1.1** QoS shall be enabled, but configured by the House Network Steward. If an ICC House does not have one, then Tech Team shall configure QoS.

### **3.3 Wireless**

**3.3.1:** All routers shall have the same SSID, passphrase, encryption & admin access.

**3.3.2:** Houses may choose to change these setting.

### **3.4 Security**

**3.4.1:** At least one of the following security features must be enabled (WEP, WPA/WPA2, MAC filtering). The Tech Team recommends using WPA.

**3.4.2:** Wireless keys must be stored on the physical access point in a readable fashion

**3.4.2.1** Any other access instructions must be posted on equipment in a permanent fashion.

**3.4.3:** ICC wireless roaming standard shall be the default for the houses, but shall not be required. The Tech Team recommends leaving the standard as is.

### **3.5 Records**

**3.5.1:** Tech Team shall be responsible for maintaining/updating records of routers loaned out to each House.

**3.5.2:** The records that the Tech Team must keep are:

MAC Address

Model

House

# of Routers

## **4. AUDITING**

**4.1:** The tech team reserves the right to audit anything pertaining to team-funded items.

## **5. ATTENDANCE**

**5.1:** Each unexcused absence will result in that person's office labor hours being deducted for that week.

**5.2:** An unexcused absence is when someone does not show up at all, or does not show up in time for the business part of the meeting.