

P.E.I. Department of Education Acquiring Additional Structured Cabling for Connection to the Academic Backbone

Definitions:

Academic Backbone: Any part of the WAN or LAN for which the P.E.I. Department of Education provides support

DOE: Department of Education

The intent of this document is to provide a document for school principals on the process for acquiring additional structured cabling for connection to the academic backbone. This is an important part of maintaining network security and stability.

1. The Principal, or an approved representative of the school, is to consult with the appropriate site technician. Reviewed items would include:
 - What are current DOE standards [DOE Wiring Standards Link]
 - Sign off procedure [DOE Wiring Checklist Link]
 - Location of network drops
 - Location of patch panel for drops
 - Possible issues due to length of network drop
 - Space in existing patch panel, or the requirement of an additional patch panel
 - Space in existing devices, or the requirement of additional devices.
 - Possible additional software license requirements
2. Once reviewed, a request for additional wiring will be entered by the technician as a Help Desk call in magic for tracking purposes. This call should include notes/comments discussed at the review.
3. The principal may contact a wiring contractor(s) directly, or ask that the site technician act on their behalf to obtain a wiring quote. (Ensure contractors are aware of the DOE Standards document link above)
4. Once the Principal has approved a wiring quote the contractor may be contacted directly, or ask the site technician to act on their behalf once provided with a school purchase order number.
5. Should additional switch space be required, the Principal may purchase it directly or ask that the site technician act on their behalf once provided with a school purchase order number. [Link to DOE switch page]
6. Once the wiring has been completed, the site technician is to be informed so the wiring can be checked. It is recommended that payment be withheld until the wiring has been approved by the site technician. The site technician will notify the school once approved.

Network drops will not be connected to the Academic backbone by the site technician until the wiring has been approved by the site technician and the contractor has supplied the proper technical documentation.
7. Once the wiring has been approved, the technician will connect the drops to the Academic backbone.
8. The site technician will close the help desk magic call with comments and file the provided documentation.