



Administrative Rights Policy

Purpose

The granting of administrative rights to an employee of Fort Valley State University over an individual desktop, laptop, or other end-user device is a privilege only awarded to individuals who require this level of access and control to do their jobs effectively. The goal of this policy is to describe the circumstances under which administrative rights can be granted as well as the terms and conditions upon which this privilege will be granted.

Scope

This policy applies to all employees of Fort Valley State University and information technology machines owned by Fort Valley State University.

Policy

The granting of administrative rights allows the individual to change the configuration settings of a given machine and install software on that machine. As a result, these rights can expose the Fort Valley State University network to malware and other security exploits. In addition, incorrect configuration of machines can lead to performance problems, potentially resulting in machine downtime, lost productivity, and higher support costs.

Given the serious consequences of mishandling or abuse of administrative rights, these rights will only be granted under the condition that they are essential for the performance of the grantee's job. Such conditions could include the following:

- The ability to download and install specific types of software or configure system settings is mandated in the individual's job description.
- Sufficient levels of IT support do not exist due to time-of-day, geographical or expertise constraints.



Typically, the only individuals at Fort Valley State University who are granted administrative rights include:

Job Roles	Requirement for Administrative Rights
Any members of the Information Technology Department who are responsible for server administration, pc support and the like	Set up desktops, laptops and or servers for end users. Providedesk-side and remote support to desktops, laptops and or servers for end users.
Members of External Offices of Information Technology Department who are responsible for server administration, PC support and the like	Set up desktops, laptops and or servers for end users. Providedesk-side and remote support to desktops, laptops and or servers for end users.

Note: Members of the IT Department are not automatically granted administrative rights basedon their membership in the IT Department alone.

If you do not hold one of the job titles described in the table above, then you will need to apply and gain approval for administrative rights if you believe it is required by your job. To apply foradministrative rights, please use the Administrative Rights Application Form located at the end of this policy document. The designated authorities of the IT Department reserve the right to deny the application if it does not represent a clear business need or if the applicant has a documented history of security policy violation.

Disclaimer

If you have been granted administrative rights, you must adhere to the following disclaimer:

1. You will comply with all existing technology-appropriate use policies of Fort ValleyState University.
2. You will not make changes to any desktop, laptop, or other end-user device not assigned to you personally.
3. IT supports employees who are mandated in their job descriptions to make changes to desktops, laptops, or other end-user devices and will only make such changes as are authorized and assigned to them personally.
4. You will not install any unauthorized or non-standard software at any time.
5. You will take all reasonable steps to ensure that the desktop, laptop, or other end-user device over which you have administrative rights is secured from malware or intrusion.
6. You will have sole responsibility for backing up any data stored on the desktop, laptop, or other end-user device over which you have administrative rights.



7. The IT Department will provide complete support and troubleshooting for the standard base image issued with the machine. Support for nonstandard software installed by an employee exercising administrative rights is limited to the following:
 - Acknowledgement of the successful installation of the non-standard software.
8. In the event of failure of the machine over which you have administrative rights, you will be responsible for restoring any applications, configurations, and associated data beyond what has been approved as a standard base image by the IT Department.
9. Your administrative rights can be terminated at any time by the Information Technology Director if the terms of this policy are violated.

Non-Compliance Penalties

Penalties for violation of this policy will vary depending on the nature and severity of the violation. Penalties include:

- Disciplinary action, including, but not limited to, reprimand, suspension and/or termination of employment.
- Civil or criminal prosecution under applicable law(s).

Revision Record			
Date	Revised by	Version	Change Reference
2020	Ndidi Akuta	1.0	Initial Creation
10/26/2023	Ronald Smalling	1.0.1	Review & minor wording change
4/27/2023	Ronald Smalling	1.0.2	Updated graphics and footer

