

Computer Administrative Rights Option & Responsibility Agreement

The Information Technology Department will grant administrative rights to college faculty when requested when this form is completed and returned to the Helpdesk.

_____ (name), has requested "local administrator" rights to the college workstation _____ (property #), and agrees to the following terms and conditions instituted to protect the college's systems:

- **NO** software will be installed on this workstation without proper proof of licensure. Licensing information for any copyrighted software must be forwarded to the college PC Support group so it is available on file in the event of an outside audit. The above named individual agrees to accept all legal liability and pay any fines or penalties resulting from improperly licensed software they installed on the college provided personal computer. All college computers are subject to audits by the college's PC Support personnel and outside software auditors in person and/or through the network to verify all software installed is licensed. Noncompliance will result in termination of administrative rights.
- **ALL** access to the college workstation will be through the college IT (Information Technology) designated Account.
- Additional workstation accounts present a risk when IT is not aware of users on the network. Therefore it is agreed that no new local user access accounts will be created by the faculty member.
- Information Technology is responsible for the college's computer assets. Therefore, any modifications, deletions or additions to college computer equipment must be cleared through IT.
- To prevent destructive computer viruses from infecting the college network, the college installed Administrative software such as Antivirus, Patch Management, Auditing, Inventory, etc... must not be modified or disabled.
- Network settings must not be modified on the college workstation without the permission of the Local Computer Resource Manager. These include, but are not limited to – enabling or disabling server services (such as web, ftp, dns, etc.), changing domain or group configurations and modifying IP settings.

The administrative rights option provides the opportunity to change settings, delete system files and add software that may negatively impact the use of your computer. Information Technology is committed to providing all faculty and staff outstanding support. However, IT's ability to repair a PC is limited to restoring the unit back to its original configuration on a schedule permitting basis. If you are unfamiliar with installing software and configuring applications, Information Technology advises that you do not request administrative access to your computer. Since there is no guarantee a prior operating environment or lost data and/or files can be recovered, IT advises all customers to regularly back-up files in the event of a system failure.

ALL college workstations will be subject to periodic software, hardware and configuration scans. Abiding by the terms and conditions in this document is essential for the College to maintain a safe and operational network environment. Noncompliance that threatens the security of the college's network or poses a potential financial liability will result in the termination of user access rights and being referred to the appropriate division VP.

The responsibilities in this agreement **do not void** the operational responsibilities identified in the college's PRO 7-06.

User's signature:

Date

Supervisor's signature:

Date