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Policy

UNIVERSITY POLICY IT-05.02-05/23

TO: The University of West Florida Community

FROM: Dr. Martha D. Saunders, President

SUBJECT: Administrative Rights to a University Computing Workstation

RESPONSIBLE OFFICE: Information Technology Services

I. Purpose:

The granting of administrative rights to an employee 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 in order to perform 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.

This policy applies to all users of technology devices owned by UWF.

II. Definitions:

For the purposes of this policy, the words "computer," "machine," "device," "laptop," and "desktop" all mean computing equipment which requires and distinguishes between standard and administrative users (user accounts).

LSP – Local Support Providers are support staff designated to specific departments to provide support for physical computers and installed software.

III. Policy:

The granting of administrative rights allows the individual to change the configuration settings of a given computer and software on that computer. As a result, these rights can expose the UWF network to malware and other security exploits. In addition, incorrect configuration of computers can lead to performance problems, potentially resulting in computer downtime, lost productivity, higher support costs, licensing issues, and data exposure.

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 as the ability to download and install specific types of software or configure system settings as mandated in the individual's job description. This includes faculty who need to evaluate student work that may be in the form of software.

A. Individuals who May be Granted Administrative Rights include:

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1. Desktop Support Technician – set up desktops and laptops for end users. Provide desk-side and remote support to desktop and laptop users.

2. Department Technical Support (LSP, designated departmental support such as lab managers, or ITS personnel with appropriate duties) – manage and support desktops within their department as part of their job description.

3. Faculty – UWF may provide faculty members with administrative access to faculty workstations with the approval of the Chair and Dean (or designees) of the faculty members. This access is provided to faculty to support the academic mission of the institution. If a faculty member causes a security incident or the laptop/desktop/device becomes a security risk to others on the network or if the LSP or ITS Department provides services more than twice per year related to the local administrator rights, then administrative rights may be revoked.

4. Staff (including student employees) – UWF restricts administrative access to staff member workstations to those users who have a demonstrated business need for that level of access to those workstations. If a staff member causes a security incident or the laptop/desktop/device becomes a security risk to others on the network or if the LSP or ITS Department provides services more than twice per year related to the local administrator rights, then administrative rights may be revoked.

B. Non-Compliance Penalties

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

1. Disciplinary action, including, but not limited to, reprimand, suspension and/or termination of employment

2. Civil or criminal prosecution under applicable law(s)

Approved by: DocuSigned by: Martha Saunders D54A387C376848D... **Date:** 05/10/2023

Dr. Martha D. Saunders

Authority: BOG Regulation 1.001, University Board of Trustees Powers and Duties
BOG Regulation 3.0075, Security of Data Related Information Technology Resources
IT-04, Information Security and Privacy Policy

Cross Ref.: None

History: Adopted June 2017; reviewed with minor revisions May 2023

Last Review: May 2023