Rogers State University

Administrator Level Access Policy

I.   Purpose

This document defines Academic Computing Services (ACS) regarding local administrator rights to employees on Rogers State University (RSU) workstations.

RSU is committed to providing members of the RSU community with reliable technology and a stable operating environment while addressing RSU needs and maintaining system integrity and data security.

II.   Applicability

This policy applies to all computer and communication devices owned or operated by RSU.

III.   Policy

A. Levels of Access

ACS employees with job responsibilities that include troubleshooting computers will have local administrator access to RSU computers. This access allows complete and unrestricted access to the operating system and includes the ability to add any hardware or software, edit the registry, manage the default access accounts and change file level permissions.

RSU employees that are not ACS employees, are assigned standard User level access rights.

Employees can submit a request through the appropriate member of the President's Cabinet for administrator level access, but it must meet the criteria stated in section B. If the member of the President's Cabinet approves the request, they will forward the request to the Director of Information Technology for consideration.

B. Criteria for gaining Administrative access
1. The device must be portable such as a laptop or PDA and be used outside the RSU network.
2. The user has a job requiring software or hardware that will only work with administrator access.

C. Guidelines

Employees granted administrator access privileges are to adhere to the guidelines below.

1. RSU workstations are University property and restricted for University business.
2. Individuals will not install software or hardware without permission from ACS.