

SMCM Computer Administrative Rights Policy

Purpose

This document defines the policy regarding local administrative rights for faculty and staff on St. Mary's College of Maryland PC/Mac computers.

Introduction

By default, all Faculty and Staff are provided standard user rights on their college assigned PC/Mac computer and rely on the IT **Support Center** for software installations and/or system modifications. This is a security best practice consistent with the "USM Guidelines in Response to the State IT Security Policy". Restricting user level administrative rights can dramatically reduce the risk of malware infections. Malware on an infected machine will typically gain the same access rights as the logged in user account, and if that account has administrative rights, then the malware has the potential to do much more damage.

Administrative Access & Responsibilities

Administrative rights are typically restricted to system and network administrators within the Office of Information Technology. However, OIT recognizes that faculty and staff may occasionally need elevated privileges on their SMCM owned computer. SMCM has purchased Admin By Request, this application will be available on all Faculty and Staff computers. Faculty & Staff may request, through this application, the ability to run an application that requires elevated privileges or if necessary an Administrative Session.

Faculty and staff who request administrative rights understand the responsibility of maintaining appropriate security measures to protect SMCM computing resources and data.

Users must NOT

- download and install software that is malicious to the SMCM network;
- download and install illegal or unlicensed software;
- download and install software not related to SMCM business;
- create additional user accounts;
- circumvent user access controls or any other security control instituted by the Office of Information Technology.

Users who do not adhere to the administrative rights responsibilities will have their access to Admin By Request revoked.

Standard Operating Procedures

If the Office of Information Technology removes the ability to utilize Admin By Request due to a violation of this agreement, the user will submit a work order via the current ticketing system or via email to itsupport@smcm.edu and a member of Desktop Support Services will perform the admin function on behalf of the user.