Administrative Access Policy

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1   Overview

The ComArtSci IT Department is committed to providing members of the ComArtSci community with reliable technology in stable operating condition while appropriately addressing University needs and maintaining University system integrity and data security. This policy outlines how administrative access will be governed and granted in order to meet these goals.

2   Purpose

The purpose of this policy is to define standards for administering computers. These standards are designed to minimize the potential exposure to Michigan State University (MSU) and the College of Communication Arts & Sciences (CAS) from damages, which may result from unauthorized administrative use of CAS resources. Damages include, but are not limited to the loss of sensitive or confidential data, intellectual property, damage to public image, damage to critical CAS or MSU internal systems, or exposure of MSU's network to virus attacks and/or malicious coding.

3   Scope

All employees, faculty, staff, contractors, consultants, temporary and other workers at CAS must adhere to this policy.

4   Policy

4.1   General Requirements

- The ComArtSci Technology Office will have administrative access to all CAS owned computers.
- End users will have standard access to the computer and programs.
- Exceptions may be granted to faculty/staff members that require Administrator level access to perform a specific job-related task. Requests for these exceptions must be submitted in writing with the approval of the ComArtSci Technology Office. The use of these rights and the level of access to the workstation are to be in accordance with the University Acceptable Use Policy as well as all CAS Policies.

4.2   Guidelines

- CAS computers are University property and are intended for University business only.
- MSU employees, students, contractors, vendors, researchers, collaborators and agents who wish to access a CAS computer will do so using MSU CampusAD credentials (MSU NetID and Password).
- Individuals approved for administrator level access must acknowledge that they have read the University Acceptable Use Policy.

5   Policy Compliance

The ComArtSci Technology team will verify compliance to this policy through various methods, including but not limited to, periodic walk-throughs, video monitoring, business tool reports, internal and external audits, and feedback to the policy owner.

6   Related Standards, Polices, and Processes

- MSU Acceptable Use Policy

7   Definitions

- *Standard Access* – Allows some administrative powers with restrictions. Installation of software or hardware that makes changes to the underlying operating system will require the assistance of a ComArtSci Technician. Standard Access Level will generally assure the highest level of stability for your computer.
- *Administrator access* – Allows the client to have complete and unrestricted access to the computer. This includes the ability to install any hardware or software, manage the default access accounts and change file level permissions. Manipulating these may cause serious stability issues with your system and if abused, may result in the cancellation of administrator access.

8   Revision History

Date of Change	Responsible	Summary of Change
September 2017	Samuel Mills	Policy document created