1. Overview
Administrative user accounts are required on many operating systems to perform some functions (including some software installations). Exact definitions, terminology, and permissions vary by operating system.

2. Purpose
The purpose of this policy is to outline the conditions under which an end user can apply for an administrative user account on the college machine assigned to them. The intent of the policy is to provide balance between the protection of shared college information technology resources and the occasionally unique needs of an individual.

3. Scope
This policy applies to all computing devices purchased with institutional funds (including centralized and departmental budgets, technology renewal funds, grants, and stipends). The policy applies to all such devices that have the capability of user and administrative account management.

4. Policy Details
   A. By default, all faculty and staff are issued a computer with a standard user account. This alleviates the burden and risk of handling tasks that require administrative privileges, instead allowing for Information Services to support the machine.
   B. Information Services will also maintain an administrative user account on the device for purposes of support of the device.
   C. By default, and in normal operations, each user will use their standard user account.
   D. Information Services will support the user account and the device on which it resides. This includes software, hardware, and account support via the Help Desk, including installation in a timely manner of any additional software requested by the user that does not conflict with college network resources or legal restrictions.
   E. If a user wants to take on responsibility for support of their device because of unique needs that cannot be met through the standard arrangement, they can request an Administrator account by signing the Administrator Account User Agreement. This form
Kalamazoo College

is agreed to and signed by both the user and Information Services prior to a user being assigned an Administrator account.

F. With an Administrator user account, the user assumes the responsibility for maintenance and support of their device as outlined in the agreement.

5. Policy Compliance

5.1 Compliance Measurement
The Information Services team may verify compliance to this policy through various methods, including but not limited to, business tool reports, internal and external audits, and feedback to the policy owner.

5.2 Exceptions
Any exception to the policy must be approved by the Chief Information Officer in advance.

5.3 Non-Compliance
An employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

6. Related Standards, Policies and Processes

• Acceptable Use Policy
• Password Policy