Title:	Administrative Rights Policy
Effective Date:	07/20/2016
Last Revision Date:	N/A
Office:	Information Technology (IT)

Information Technology Administrative Rights Policy

<u>PURPOSE</u>

Northshore Technical Community College (NTCC) has a policy to prevent unauthorized software from being installed and prevent the infection and spread of viruses and malware as a result of users having local administrative rights.

<u>SCOPE</u>

This policy applies to full-time employees, part-time employees, independent contractors, interns, consultants, suppliers, clients, and other third parties.

<u>POLICY</u>

Per Louisiana State Office of Information Technology policy IT-POL-005 item 2, Agencies are required to disable administrative privileges (lockdown) on all user PCs, preventing unauthorized changes to PC configurations and the loading of unauthorized software.

Authorized software that is requested for installation via a Helpdesk ticket will be installed per the applicable license requirements of requested software. The College Administrators will remove any unauthorized local administrator rights from computers and devices when discovered.

The College IT Administrators may grant exemptions, based on job function or application requirements on a case-by-case basis.

Review Process:

X	Reviewing Council/Entity	Review Date	Effective Date
	NTCC Chancellor/Appointing Authority	07/20/2016	07/20/2016
	College Leadership Committee	07/20/2016	07/20/2016
	Academic Affairs Committee	07/20/2016	07/20/2016
	Information Technology Director	07/20/2016	07/20/2016

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