

**Local Administrative Rights Policy**

**BOT Approved:** 11/15/2016  
Updated to new policy format 4/22/19.

**PURPOSE:**

The purpose of this policy is to define to whom the Information Technology (IT) Department permits local administrative rights on his/her Garrett College assigned computer/tablet.

**POLICY:**

Local administrative rights on Garrett College computer/tablet permits the owner (user with local administrator right) to have full local access to their college-owned computer/tablet.

The IT Department has the authority to authorize local administrative rights on a Garrett College computer/tablet for a user with the explicit and written need, as required to perform job responsibilities, and with the appropriate approvals, as defined in the Local Administrative Rights Procedure that follows.

Report any suspected infringements, offenses, or violations of this policy to the IT Department. The IT Department will address infringements and offenses to this policy on a case-by-case basis.

If a report of an infringement or intentional misuse of local administrative rights occurs, the IT Department will recommend the consequence(s), if any, of the infringement/offense to the appropriate decision makers.

The IT Department reserves the right to suspend or revoke local administrative rights from any account with sufficient reason or suspicion.

**PROCEDURES:**

To obtain local administrative rights on a Garrett College computer/tablet, the person requesting these rights (the requestor) must:

1. Complete the Local Administrative Rights Request Form (*found on the IT Intranet Page under the "forms "section - inclusive of all required signatures*)
2. Submit the form to the IT Department.
3. The IT Department will review the request, gather additional information if necessary, and approve or deny it.
4. The IT Department will notify the requestor of the decision and perform changes to the account, if approved.