FREDONIA
STATE UNIVERSITY OF NEW YORK

Title: Computer Administrative Privileges Policy

Policy #: *023*

I. Reason for Policy

In keeping with the university's mission, the Information Technology Services department is committed to providing a stable and secure computing environment which fosters academic inquiry and instruction for all students, employees and guests. As such, the university follows the best practice of securing university-owned computer workstations by setting all daily user accounts to run with least privileges. The intent is to use the elevated administrative privileges only when one needs to install software or perform other tasks that require that level of privileges. The reasons for this policy include the following:

- To enable the university to more effectively maintain compliance with applicable laws and policies such as the following: Family Educational Rights and Privacy Act (FERPA), Digital Millennium Copyright Act (DMCA), Higher Education Opportunity Act (HEOA) of 2008, Sarbanes–Oxley Act of 2002 (SOX), Gramm-Leach-Bliley Act (GBLA), Health Insurance Portability and Accountability Act of 1996 (HIPAA), Fredonia Computer and Network Usage Policy.
- To heed and take action on advice from leading cyber security advisors.
- To diminish software/freeware downloads infected with malware/spyware and therefore diminish the number of computers requiring reformatting by ITS staff.
- To diminish the risk of wide-spread computer infection.
- To diminish the risk of compromised data, which, if breached, would have serious negative financial and credibility/reputation implications for the institution.
- To increase general employee productivity through use of computers not affected by spyware/malware.
- To increase technical staff productivity by moving from a reactive mode to proactive mode of operation.
- To limit the software installation on university-owned machines to appropriately reviewed and licensed software.

II. Policy Statement

By default, all members of the university community using campus-owned computers will be granted the "User" access level on their individual workstations. The Information Technology Services departmental staff will provide local computer administrator privileges on a formally-requested basis for individual computers based on a valid business case and the completion of designated training. All campus computer users must avoid logging on for everyday use with an account that has administrative privileges.

"Principle of Least Privilege"

"Every program and every user of the system should operate using the least set of privileges necessary to complete the job. Primarily, this principle limits the damage that can result from an accident or error. It also

reduces the number of potential interactions among privileged programs to the minimum for correct operation, so that unintentional, unwanted, or improper uses of privilege are less likely to occur."

reference: https://www.cs.cornell.edu/fbs/publications/leastPrivNeedham.pdf

There are two security access levels for a University owned computer:

User - Allows clients to perform normal daily functions. This level of access assures the highest level of security.

Administrator - Allows client to have complete and unrestricted privileges on their individual computers. This includes the ability to install any hardware or software, edit the registry, manage the default access accounts, and change file level permissions.

Requesting Computer Administrator Privileges

1. Employee completes the **Computer Administrator Access Request Form** which can be downloaded online from **www.fredonia.edu/its/security**. The form is then signed by their supervisor and their supervisor's supervisor. (Note: Approval requires all signatures to be obtained. ITS will provide supporting documentation to the supervisors upon request.)
2. Employee creates a FredQuest ticket indicating in the description that this is a request for Computer Administrative Privileges and then attaches the completed Computer Administrative Privileges Request Form.
3. Employee completes the mandatory **FREDTraining Program for Computer Administrative Privileges**.
4. Upon receiving the completed form and verifying the completion of the FREDtraining course, ITS will issue an administrative privileges account to the requestor for the machine(s) listed on the Computer Administrator Privileges Request Form. ITS staff will create a local computer administrator account on the requested individual computer for the user using their first name as the username and their default eServices password which can be found in Your Connection. Employees will need to log in with their standard user eServices account and only use the administrative privileges account by elevating their privileges as needed to install, update software, etc. ITS will review all administrative privilege accounts annually.

III. Related Documents, Forms, and Tools, if any

Computer Administrative Privileges Request Form

IV. Website Address for this Policy

http://www.fredonia.edu/policy/

V. Authority for Policy

Authority for policies is the President's Cabinet. Approved 2/4/15.