

## ACCEPTABLE PRIVILEGED USE

Colorado School of Mines (Mines) offers the assignment and use of administrative privileges to Mines technology resources on a case by case basis, contingent upon the assigned privileges being verifiable as a requirement of the requesters ability to perform their assigned duties. Users must agree to and comply with terms and conditions outlined in this document for assignment of administrative privileges, and supervisory approval is required.

All terms and conditions listed in this document are in addition to any approved Mines policy or procedures.

I understand that as a privileged user of Colorado School of Mines (Mines) a technology resource or technology, I will be issued the capability to execute administrative functions. Administrative privileges will be provided to me for my exclusive use in the performance of authorized functions which explicitly require the need and use of administrative privileges (“administrative rights”) to perform tasks such as technology resource configuration.

The following are conditional terms for use of administrative privileges:

Users shall only be assigned administrative privileges when required to perform assigned tasks which require more rights than a standard account.

Users shall not use administrative privileges to create additional accounts with administrative privileges, local or otherwise.

Users shall take extreme care performing activities while administrative privileges are in use to prevent intentional or unintentional malicious, abusive or disruptive behavior, or installation of malicious software.

Users shall restrict, to business need, the storage of personally identifiable information defined and protected by confidentiality laws, including but not limited to the [Family Education Rights and Privacy Act \(FERPA\)](#) or otherwise deemed sensitive in nature by Mines on technology resources where administrative credentials are utilized by the authorized user. Data which is no longer required to perform job duties, or no longer serves a business need, shall be deleted from devices where administrative privileges are utilized by the authorized user.

Administrative privileges are issued for the exclusive use by the approved user in scope of authorized tasks, credentials with administrative privileges shall not be shared with any additional user.

Users shall not use the administrative privileges to perform administrative actions for other users resulting in the circumvention of the administrative privileges approval and assignment process.

Users shall not use the administrative privileges to perform software installation of software which has not been approved through the software acquisition process, which is in violation of license agreements, has been explicitly denied by Mines, or in any other way a violation of established Mines policy or process, or state or federal laws.

Administrative privileges shall not be used to disable or alter any software or configuration put in place by Mines to monitor, maintain, or provide any type of support services.

Administrative privileges shall not be used to circumvent, attempt to circumvent, or disable any information security mechanisms or measures implemented by Mines.

Users shall not utilize or attempt to utilize assigned administrative privileges to obtain access to any system or data outside of the scope of their assigned duties, including data of other users including, but not limited to Mines staff or students, except in cases where proper procedure has been followed and authorization granted.

Users shall immediately report any indication of computer network intrusion, unexplained degradation or interruption of network services, or the actual or possible compromise of data or file access controls to the office of Information Security.

#### Support and monitoring:

Where applicable, technology resources where staff have utilized administrative privileges issued through the administrative request process requiring more than 15 minutes of troubleshooting by a Mines IT customer service technician may be re-imaged with standard Mines software and credentials.

Periodic monitoring may be conducted by management to ensure compliance.

Auditing shall be conducted to track additions/modifications/removals made by privileged accounts.

#### Use is a privilege:

Use of the administrative privileges by users, requires personal ownership of responsibility and an understanding of an agreement to the acceptable and unacceptable uses of such privileges as defined in this document or where mandated by law or regulatory standards. Assignment of administrative privileges is non-compulsory. Availability to and use of administrative privileges is contingent upon acceptance of and compliance with this document and any associated Mines policies procedures. Failure to follow the use procedures and requirements contained in this document may result in the loss of the privilege to use administrative privileges and restitution for costs associated with damages, and may result in disciplinary action up to and including termination, legal actions and/or referral to law enforcement. Mines may deny, revoke or suspend access to use of administrative privileges at any time, and without prior notice.

#### ACKNOWLEDGEMENT REGARDING ASSIGNMENT AND USE OF MINES

I have read and understand the above terms and conditions, Colorado School of Mines "Acceptable Privileged Use" and its supporting policies and procedures which can be referenced through the Mines website at:

<https://www.mines.edu/policy-library/>

and agree to abide by all terms and conditions. I further understand that violation of these terms and conditions may result in the loss of the privilege to use these administrative credentials,

disciplinary action up to and including termination, legal action and/or referral to law enforcement, and/or restitution by the user for costs associated with any damages caused by such violations.

Administrative privileges shall be reviewed on a periodic basis and may be revoked upon determination of no continuing legitimate business need.

**Justification:**

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<b>Device Name(s) and Associated Operating System(s)</b>	
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<b>First and Last Name</b> (Requestor)	
<b>Job Title</b>	
<b>Signature</b>	
<b>Date of Signature</b>	

<b>First and Last Name</b> (Authorizing Supervisor)	
<b>Job Title</b> (Associated Director or above for Academic Faculty; Director or above for Administrative Faculty)	
<b>Signature</b>	
<b>Date of Signature</b>	