



Alfaisal University

Policy Name: Local Administrator Privilege Policy

Version #	01
Date Approved	18 / 10 / 2020
Effective Date	18 / 10 / 2020
Policy Owner	IT Services

Summary:

Signature: 

The information in this document is subject to change without notice. No part of this policy may be reproduced for any purpose without the express written permission from Alfaisal University.

Table of Contents

1. Introduction.....	3
2. Purpose.....	3
3. Policy Scope	3
4. Policy	3
5. Exemptions.....	3
6. Enforcement.....	3
7. Definitions	4

1. Introduction

Almost on all computer operating systems, the local Administrator, sometimes referred as a super user, power user or root user is a special user account used for system administration. Non administrative privileges or a normal user account makes an operating system more resistant to viruses and other malware.

2. Purpose

This document outlines the University's policy on the assignment and usage of administrator rights on their local machine(s). The main objective of the administrator's role is to install/uninstall software(s).

3. Policy Scope

This policy applies to all users of all computer equipment owned, supplied or maintained by the University including servers, desktop computers, laptops and portable computers.

4. Policy

- 4.1. By default, a user does not have administrator privileges.
- 4.2. IT Services staff will always be granted administrator rights on all systems for which they have administrative responsibilities. They will, however, be required to use these privileges only when undertaking system administration tasks.

5. Exemptions

Exception to or exemptions from any provision of this policy must be approved by the VPFA. Similarly, any questions about the contents of this policy, or the applicability of this policy to a particular situation should be referred to the IT Director.

6. Enforcement

Evidence of non-compliance with this policy will result in administrator rights being revoked.

A user's administrative privileges may be revoked for the following reasons:

- 6.1.1. User no longer requires administrative privileges.
- 6.1.2. User no longer operates applications or software that require administrative privileges.
- 6.1.3. User is not in compliance with the University code of conduct.
- 6.1.4. User is involved in a data or security or breach of any form that is related to his having administrative privileges.
- 6.1.5. User is involved in unsafe computing practices while using administrative

privileges.

- 6.1.6.** When IT Services determines that the user no longer needs administrative privileges to perform job functions.
- 6.1.7.** A decision to withdraw user administrative privileges will be made by the IT Director based on the documentation of any of the above conditions and will be communicated to the user via email prior to implementing the withdrawal.

7. Definitions

Alfaisal User	Any computer user with user identification name that have access to Alfaisal(s) computer facilities in or off campus. This covers permanent and temporary Faculties, Staff, Visitors, Guests, Contractors, Vendors, or any Third parties.
Local Administrator	Sometimes referred as Power user, Root or Super user. Almost on all computer operating systems, the super user is a special user account used for system administration.
Portable computers	Subnotebook computers, Hand-held devices, palmtops, and PDAs