

## Saunders Computer Self-Administration Request

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I, \_\_\_\_\_, understand that, as part of accepting the responsibility of administering a Saunders-owned computer on the RIT/Saunders network, I will assure that I will meet the following requirements:

- I will see to it that the Saunders-owned computer meets all of the RIT Information Security Standards
  - The RIT Information Security Standards are available at <http://security.rit.edu/standards/>
  - Failure to meet all of the RIT Information Security Standards will result in disciplinary action and possibly suspension of your RIT Computer Account.
- I will make sure that an approved antivirus program is running at all times and checks for updates daily
- I will not run pirated, cracked, "borrowed," or otherwise illegal software on the Saunders-owned computer
- I will not share copyrighted files without written permission from the copyright owner
- I will keep up with all patches, service packs, and updates
- I will not change the Local Administrator password, nor will I lock out the Local Administrator
- I will not modify the Saunders-owned computer in any way to prevent a Saunders Administrator from gaining access to the system
- I will not run any services (file, print, mail, Web, database, etc.) without written approval from the Saunders Technical Support department
- I understand that Saunders Technical Support will continue to push down security settings that will help provide some protection to the Saunders-owned computer and cannot be overridden.

I understand that if at any time ITS, the ISO or Saunders Technical Support has reason to believe that the Saunders-owned computer has been hacked, "owned," or compromised in any way, they have the right to take that machine off the RIT network, without notice, until I can demonstrate to their satisfaction that the system is clean and adheres to all RIT Information Security Standards.

I acknowledge that I have the knowledge and the willingness to do my own system administration, and that while I will go to the Saunders Technical Support for assistance; I am willing and able to do the actual work of maintaining my system myself. Saunders Technical Support will provide support with installing new software, but will only provide limited support in debugging issues with the software installed on the Saunders-owned computer.

By signing this document, I acknowledge that I fully understand and will comply with all of the aforementioned requirements and the RIT Information Security Standards. I also acknowledge and understand that failure to meet with any of the aforementioned requirements will result in the loss of your administrator privileges and I may be subject to disciplinary action.

Saunders-owned computer Serial Number: \_\_\_\_\_

Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Approval (please print): \_\_\_\_\_

(Per the Desktop and Portable Computers Standard, must be approved by a divisional VP or Dean)

Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_