



## **Policy of Granting Local Admin Right**

Users who are granted the LOCAL ADMIN RIGHT must strictly obey the following rules, including but not limited to:

1. Possessing adequate computer system maintenance knowledge.
2. Using the Local Admin Right only when necessary and only using the user level access right.
3. Never deleting or changing any user account set up by ITSO.
4. Never uninstalling any software related to computer security or system management.
5. Never installing illegal, pirated or sexually suggestive software.
6. Taking responsibility for any disclosure or loss of confidential information or data caused by new software installed.
7. Ensuring that the computer is protected with up-to-date anti-virus software.
8. Keeping in mind that ITSO reserves the right to terminate the LOCAL ADMIN RIGHT in case of a violation of the aforesaid rules.

I hereby acknowledge that I have read and agreed to abide by all the IT policies and rules of the University when I am granted the LOCAL ADMIN RIGHT at the University.

**Name (Print):**

**Signature:**

**Date:**