

Acknowledgement of Privileged Access

Privileged access permits an individual to take actions which may affect computing systems, network communication, or the accounts, files, data, or processes of other users. Privileged access is provided through various technology means, including (but not limited to) Altiris software, networking monitoring software and hardware, and operating system utilities.

The principles of academic freedom and, freedom of speech, hold significant implications for computer system administration at Miami University. Individuals with privileged access must comply with all applicable laws, University policies and procedures, including without limitation the "Confidential Information Policy" and the "Responsible Computing Use Policy" of the Miami University Policy and Information Manual, while pursuing appropriate actions required to provide high-quality, timely, and reliable computing services. The appropriate IT Services Leadership Team member is responsible for ensuring that staff are not given broader authority to view data than is required to perform their job duties.

STANDARDS

- Privileged access is granted only to authorized individuals when necessary to perform assigned job duties and may be granted to individuals after they have read and signed this Acknowledgement.
- Privileged access may be used only to perform assigned job duties. Any other use is strictly prohibited.
- In all cases, access to other individuals' electronic information shall be limited to the least perusal of contents and the least action necessary to perform prescribed work-related duties.
- Individuals with privileged access shall take necessary precautions to protect the security of information encountered in the performance of their duties.
- Individuals who have privileged access shall disseminate and use the information gathered as a result of access only to perform assigned job duties. Any other use is strictly prohibited.

ACKNOWLEDGMENT

- I have read this acknowledgement of *Privileged Access Standards*.
- I acknowledge that I am required to comply with the *Privileged Access Standards*.
- I further understand and acknowledge that violation of the terms of *Privileged Access Standards* may result in disciplinary action up to and including termination and may subject me to civil and/or criminal liability.

Signature

Date

Print Name

Department