

**Policy on User Privilege of University Computers**  
**Indiana University East**  
**Effective Date: August 1, 2003**  
**Updated: September 21, 2011**

**This policy applies to all full-time faculty members at IU East**

This policy only applies to faculty member with full user privileges to his/her office computers. For faculty members without full user privileges, IT shall continue to administrate and provide routine maintenance, upgrade, and repairs of user's office computers.

Effective August 1, 2003, any full-time faculty members at IU East may request full user privileges to his/her office computer with the approval of the Division Chair.

The faculty member with full user privileges shall be responsible for:

- Installation and administration of office computers.
- Routine maintenance and backup of office computers.
- Full compliance with University's security policy including installation and regular update of anti-virus software (<http://www.itpo.iu.edu/>).
- Full compliance with University's copyright policy and license agreements (<http://www.copyright.iupui.edu/>).

Special permissions must also be obtained from the Information Technology department to configure any computer systems as servers (i.e., web server, mail server, file server, account server, and application server).

Information Technology Department shall be responsible for:

- Diagnostics, troubleshoots and repairs.
- Conducting routine inspection to ensure the integrity and security of the IUE network.
- Conducting routine inspection to ensure the currency of the licenses.
- Replacing the computers as required by the life cycle policy.

A computer shall be re-ghosted, if it takes more than reasonable amount of effort, determined by the Information Technology staff, to diagnose, troubleshoot, and repair.

Violation of the policy will result in disconnection from IU East network until in compliance. All direct costs attributed to a violation of this policy shall be borne by the Division.