

NETWORK ADMINISTRATIVE PRIVILEGES USE AGREEMENT

Purpose: This Agreement defines the security and confidentiality duties you must undertake and the rules to which you must adhere to once you are granted administrative privileges to the State of New Hampshire network technical resources. For the purpose of this document, Technical Resources includes network-attached devices such as infrastructure devices (routers, switches, etc.), servers, desktops, printers, and access to accounts, permissions, and data files stored on the network or locally on the desktops and laptops.

Agreement: I understand that in order to perform my required duties, I have been authorized to have account(s) providing administrative privileges to network resources including access to confidential data, systems and devices. I agree to utilize my standard account for all daily activities with the exception of authorized uses as detailed below.

I agree to utilize administrative accounts:

- Only when required to perform assigned tasks that require more rights than my standard account;
- Only when required to complete assigned support requests with documented approval; or
- Only after request or authorization is provided by the Department of Information Technology (DoIT) management.

I understand that the following uses of administrative rights are in violation of this Agreement:

- Unauthorized access to data and information, e-mails and any other network technical resources;
- Sharing data and information obtained during authorized access to data and information, e-mails and any other network technical resources with anyone not participating in that service effort;
- Providing others with unauthorized access to data and information, e-mail, network devices and any network technical resources; or
- Using administrative privileges to create additional and/or unauthorized accounts for use by others or myself.

I also understand that:

- All account passwords shall be modified according to current password change policies;
- Accounts and passwords shall not to be shared or given to others, including co-workers except for certain system service and enterprise administrative accounts which is available to authorized individuals only;
- Unintentional access to data or e-mail shall be immediately reported to my supervisor;
- Periodic monitoring may be conducted by management to ensure compliance; and
- Auditing shall be conducted to track additions/modifications/removals made by administrative accounts.

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Accountability:

The Authorized User granted with administrative privileges understands that by signing this Agreement that:

- I have read the Agreement and fully understand and agree to abide by the above Agreement as a condition of being granted administrative privileges to the State of New Hampshire network technical resources including but not limited to the use of data and information; and
- I understand that misuse of these privileges will result in disciplinary action, up to and including termination of employment and possible legal action.

The signatures at the bottom of this document are legally binding and indicate the party who has signed has read and understood the terms and conditions.

_____/_____
Authorized User Name/Signature **Date**

_____/_____
Authorized User's Immediate Supervisor's Name/Signature **Date**