

ADMINISTRATIVE RIGHTS ON DISTRICT OWNED COMPUTERS

1. Employee Responsibilities

- 1.1. When requesting administrative rights to their assigned laptop, staff will fill out [Form 141-1: Admin Access Request](#).
- 1.2. Agree that any software installed by the employee outside of the District supported software list is the sole responsibility of the employee to maintain.
- 1.3. Provide an educational use case to their Manager or School Administrator when requesting administrative rights.
- 1.4. Maintain a complex passphrase with a minimum length of 15 characters.
- 1.5. Agree that any software issue will be solved by reinstalling windows.
- 1.6. Backup all data on the device.

2. Technology Department Responsibilities

- 2.1. On receipt of [Form 141-1: Admin Access Request](#) will grant administrative access to the staff member.
- 2.2. Confirm with the staff member that all data is backed up before reinstalling windows.
- 2.3. Turn on BitLocker Encryption of the device the administrative rights are granted on.

3. School Administration and Management Responsibilities

- 3.1. Work with staff member to draft use case
- 3.2. Supply staff member [Form 141-1: Admin Access Request](#).
- 3.3. Ensure staff member is familiar with all applicable Board policies and administrative procedures.

4. District Senior Management Responsibilities

- 4.1. Review all administrative rights use cases and request forms

Reference: Sections 17, 20, 22, 65, 85 School Act
Freedom of Information and Protection of Privacy Act
School Regulation 265/89

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