

**Administrator Certificate and Statement Regarding Use  
Related to the Jacksonville University  
IT Resource Use Policy: Faculty and Staff**

To submit your request for administrator rights to your JU computer you will need to explain how your need meets the educational mission of the university and how using the IT office's services will not allow you to easily and fully perform your educational and research mission. A form will be provided.

I hereby certify that:

1. I request administrator status on my computer or on the Jacksonville University computer network, as necessary, with the ability to freely install software or hardware on the computer supplied to me by the University ("my computer").
2. I understand and acknowledge that administrator status is granted as an exception to the Jacksonville University *IT Resource Use Policy: Faculty and Staff*, pursuant to the section entitled "*Installation of applications or hardware.*"
3. I understand that I am personally accountable to the University for my actions in exercising administrative rights, including damages that arise from any violations of copyright laws, damage to University systems and equipment as well as damage caused to the work of my colleagues."
4. I have read, understood, and will abide by the Jacksonville University *IT Resource Use Policy: Faculty and Staff* when using computer and other electronic resources owned, leased, or operated by the University. I acknowledge that, if I commit any violation, my access or administrator privileges may be revoked and disciplinary action may be taken that is otherwise permitted by University policies.

I hereby agree that I will at all times (a) exercise good judgment in interpreting the Jacksonville University *IT Resource Use Policy: Faculty and Staff* and discretion in making decisions about the appropriate use of the University's resources, and (b) use my administrator rights and any applications that I install on my computer or elsewhere only in support of my educational and research objectives consistent with the mission and goals of the University.

\_\_\_\_\_  
Name:  
Position:  
Date:

## Application for Administrator Certificate

Name \_\_\_\_\_

University Division \_\_\_\_\_

In order to request administrator status on your computer or on the Jacksonville University computer network, as necessary, with the ability to freely install software or hardware on the computer supplied to you by the University, please answer the following questions:

1. For what use purpose will you be using administrator rights? In a review of the cases where universities have granted limited administrator rights, the appropriate uses are:
  - a. If one acts as a designated lab conduit between faculty and IT
  - b. If one demos a lot of software that has to be loaded on the machine as opposed to being run from a discIf either of these are your reasons, please explain the lab you act as conduit for, or the kinds of software you will be installing as demos.

2. Explain how your purpose for having administrator rights fits within the educational mission of Jacksonville University.

3. Explain why using the available IT services will not fit your needs.

4. What is the end date for your use of administrator rights?

Signature \_\_\_\_\_

Date \_\_\_\_\_