

Self-Administered Machines Policy

Definition

For the purpose of this policy, the following definitions apply.

Machine Manager shall refer to any owner, user or other third party who is authorized to administer and maintain a self-administered machine.

Self-administered machine shall refer to any machine (server, desktop workstation, laptop computer or any other networked equipment), regardless of operating system or applications, that will be connected to the network within the Foundation Center for Molecular Medicine (henceforth known as CMM) and administered, in whole or in part, by a (or several) machine manager(s) jointly with the foundation's central IT Department.

Background

CMM and its IT Department prefer that all machines within the foundation are only administered by the IT Department. However, due to certain circumstances it might be desirable for a scientist or other person to be able to administer and maintain a set of machines (or a single machine) jointly with the IT Department. This may be because the daily usage of a machine requires higher privileges or when the usage and/or administration require specific knowledge about a system. It might also be desirable for a person to have elevated privileges to be able to deal with exceptional situations in a timely manner, without adversely impacting the desired goals of the machine or other systems.

Policy

In order to avoid adversely impacting on the rest of the foundation's infrastructure, the following guidelines will be followed in all cases where they are applicable by machine managers on self-administered machines where such privileges have been granted:

- Any installation, configuration or maintenance of the machine (except virus/malware removal) done by CMM IT (after first installation) costs **500 sek/hr** during regular workdays.
- Any installation, configuration or maintenance of the machine done by the Machine manager has to comply with rules and regulations from SUNET, KI IT (ITA), GDPR and CMM IT.
- The IT Department has to be consulted anytime security and/or maintenance procedures are unclear.
- Installation of all vendor supplied security updates to all software present in the self-administered machine should be applied within a timely fashion, as they become available. This includes, but is not limited to, updates and virus definition to installed security software.
- Information regarding security related updates for all applicable software will be obtained on a regular and timely basis through relevant channels, such as mailing lists or consulting applicable news groups or web sites.

- The IT Department will be contacted for authorization prior to any machine configuration changes that may affect the network, other machines or the self-administered machine itself.
- No network services, such as file sharing or web services will be set up without the explicit permission from the IT Department.
- The IT Department will maintain full administrative rights on the self-administered machine.
- Reasonable access control mechanisms will be used to assure access only to authorized users.
- No virtualization technologies will be installed without the explicit permission from the IT Department.
- Delegation of authorization is strictly prohibited.

Failure to comply with this policy may result in the immediate removal of the affected machine(s) from the network as well as revoked authorization. Other subsequent actions may be taken by the IT Department after consultation with the head of the IT Department and/or CMM. The IT Department reserves the right to take reasonable measures to address problems that do arise, without the explicit permission of a machine manager, in case the problems affect others or the infrastructure. The IT Department reserves the right to restrict or deny further access to the network by the affected machines(s) if problems are not addressed.

I hereby certify that I have read and understood these regulations.

Date: _____ **Machine ID:** _____

Department: _____

Research Unit: _____

Name in BLOCK CAPITALS: _____

Signature: _____

Supervisor in BLOCK CAPITALS: _____

Supervisor Signature: _____

CIO in BLOCK CAPITALS: OLLE GARTELL _____

CIO Signature: _____