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OFFICE OF TECHNOLOGY
GOVERNMENT OF GUAM
FRANK L.G. LUJAN, JR
Chief Technology Officer

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Data Processing Manager

ELEVATED PRIVILEGES RULES OF BEHAVIOR AND
PRIVACY & SECURITY AGREEMENT

Privileged access enables an individual to take actions that may affect computing systems, network communication, or the accounts, files, data, or processes of other users. The Office of Technology (OTECH) must maintain the integrity, functionality and reliability of all Government of Guam (GovGuam) Information Technology systems, assets and resources.

Users with privileged access must respect the rights of the system users, respect the integrity of the systems and related physical resources, and comply with relevant local and federal laws and regulations.

Non-OTECH personnel requesting elevated privileges must understand, accept and agree to the following terms and conditions:

- I understand that the GovGuam systems and resources are property of the Government of Guam.
- I understand that when I receive elevated privileges to a GovGuam system I have been granted significant trust to use these privileges appropriately for their intended purpose and only when required to maintain the system(s) under my purview. I understand that operation in a mode where elevated privileges are enabled when not required is an unacceptable risk, is a violation of policy and subject to administrative action.
- I understand that elevated privileges to GovGuam resources should only be used for official GovGuam business.
- I understand that elevated access to GovGuam resources should only be used when such access is necessary to carry out specific duties related to my position. I will not use my elevated access to conduct duties that do not specifically require elevated privileges.
- I understand that elevated privileges are provided to me only for the performance of standard system-related duties on machines and networks for which I am responsible as part of my assigned job duties.
- I understand that I am responsible for protecting the security of the account and the confidentiality of information encountered in the use of the account and will protect all passwords and authentication tokens from disclosure and loss at all times.
- I agree that in my use of elevated privileges access:
 - I will not use my account to circumvent GovGuam policies or security controls.
 - I will not employ hardware or software tools to evaluate, compromise, bypass or in other way modify or remove information security controls, except in support of authorized functions only when the action is specifically approved by the OTECH Chief Technology Officer (CTO). Any such action must be properly documented and recorded before and immediately following such action.
 - Except as required by my duties or as authorized by OTECH CTO, I will not review, access or modify individual accounts, systems devices or shares.
 - I will not make unauthorized changes to GovGuam resources.
 - I will not remove or destroy system audit. Security, event or any other log data unless explicitly authorized by the OTECH CTO.
 - I will not hamper the integrity of GovGuam resources by creating malicious backdoor accounts.
- I understand that all accounts are subject to audits.

I fully understand and agree to these terms and conditions. I also agree to cooperate during any investigation concerning breaches in IT resources. Abuse of this access privilege and/or non-compliance with this Agreement may result in removal of access and/or disciplinary action.

Applicant Signature		Date
Applicant Name		Title
Email		Contact Number(s)
Type of Elevated Privileges Requested		Elevated Privileges to be used on IT Systems/Resources
Justification for Access		
Request Activation Date & Time <i>*(GUAM TIME)*:</i>		Request Expiration Date & Time <i>*(GUAM TIME)*:</i>
OTECH Review and Approval		
<input type="checkbox"/> Request Approved	<input type="checkbox"/> Request Denied	<input type="checkbox"/> Request Returned
Chief Technology Officer Signature	NOTES:	
Date		

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otech.guam.gov/resources