

Systems Administrator Code of Conduct

Central to IT performing its role effectively within OIST is the trust of the users and the management in the integrity of the IT division. In order to gain, and preserve that trust, system administrators must exhibit the highest level of ethics in the performance of their duties.

Purpose

This document aims to provide clear guidelines to any individual within The Okinawa Institute of Science and Technology Graduate University whom are granted elevated privileges (Administrator, admin, root or equivalent) to IT systems, hereafter referred to as “Systems Administrators”.

Each individual who is to be granted elevated privileges is expected to read and commit to these codes of practice before privileges are assigned.

Regulations

Listing all relevant government, local and university regulations is not possible within the scope of this document, however, these regulations apply. Additional to these, systems administrators are also bound by and all relevant University regulations as detailed in the [University Policy Library](#)

Code of Conduct Agreement

I as a professional System Administrator do hereby commit myself to the highest standards of ethical and professional conduct, and agree to be guided by this code of ethics, and encourage every System Administrator to do the same.

Professionalism

I will maintain professional conduct in the workplace and will not allow personal feelings or beliefs to cause me to treat people unfairly or unprofessionally.

Personal integrity

I will be honest in my professional dealings and forthcoming about my competence and the impact of my mistakes. I will seek assistance from others when required.

I will avoid conflicts of interest and biases whenever possible. When my advice is sought, if I have a conflict of interest or bias, I will declare it if appropriate, and recuse myself if necessary.



Privacy

I will access private information on computer systems only when directed to do so by authorized parties, or when it is necessary in the course of my technical duties. I will maintain and protect the confidentiality of any information to which I may have access, regardless of the method by which I came into knowledge of it.

Under no circumstances will I provide access to, or by inaction allow access to, any information to parties which are not authorized to access that information.

Laws and policies

I will educate myself and others on relevant laws, regulations, and policies regarding the performance of my duties.

Communication

I will communicate with management, users, and colleagues about computer matters of mutual interest. I will strive to listen to and understand the needs of all parties.

System integrity

I will strive to ensure the necessary integrity, reliability, and availability of the systems for which I am responsible. I will design and maintain each system in a manner to support the purpose of the system to the organization.

Education

I will continue to update and enhance my technical knowledge and other work-related skills. I will share my knowledge and experience with others.

Responsibility to computing community

I will cooperate with the larger computing community to maintain the integrity of network and computing resources.

Social responsibility

As an informed professional, I will encourage the writing and adoption of relevant policies and laws consistent with these ethical principles.

Ethical responsibility

I will strive to build and maintain a safe, healthy, and productive workplace.



I will do my best to make decisions consistent with the safety, privacy, and well-being of my community and the public, and to disclose promptly factors that might pose unexamined risks or dangers.

I will accept and offer honest criticism of technical work as appropriate and will credit properly the contributions of others.

I will lead by example, maintaining a high ethical standard and degree of professionalism in the performance of all my duties. I will support colleagues and co-workers in following this code of ethics.

I understand that failure to abide by these guidelines constitutes a serious breach of trust placed in me in my role as a systems administrator, with consequences up to and including dismissal.

Date: _____

Name: _____

Signature: _____