

# Moyes College of Education (MCOE) Computer Purchase & Replacement Standard and Guidelines

## Purpose

This standard and guidelines apply to all full-time and part-time personnel of the Moyes College of Education (MCOE) and to the purchase of all computer-related equipment issued and/or maintained by MCOE.

## Equipment Purchase for University Business

All purchases of computer equipment must be coordinated with and approved by the IT Services Manager before approval from the Dean or purchasing party. All computers and peripherals purchased using University funding are the property of the University. The computers and peripherals must be used only in a way that adheres to the Information Technology and Security section of the University PPM.

## Computer Replacement Cycle

Full-time faculty and staff positions will be assigned one primary workstation. The college gives preference to laptops, but desktops are allowed in some circumstances. The computer assigned to the user will be the primary station and covered under the computer replacement cycle. All other machines assigned to a user must be upgraded by the department the user belongs to, or special requests can be made for the college to provide funding or other arrangements at the Dean's discretion.

All computers that meet the criteria to be replaced must be returned to the IT Services Manager. Users may not keep replaced computers unless approved by the IT Services Manager or the Dean. If a user is given approval to retain a machine after its replacement date, then the department and Dean is no longer financially responsible for any upgrades or replacement of the machine.

## Full-time Faculty, Staff, Directors, Admins

A minimum of a four (4) year cycle will be used for all computer upgrades. This date is calculated from when the machine is first deployed, not the date of purchase.

## Classroom Computers

A minimum of a four (4) year cycle, or the length of the warranty, will be used for all classroom computer upgrades. This date is calculated from when the machine is first deployed, not the date of purchase.

## Departmental Part-time Faculty and Staff

Computers needed for departmental part-time faculty and staff will be purchased by the overseeing department or pulled from the college's redistribution pool and/or Property Control. This includes any part-time faculty and staff, student workers, seasonal employees, employees hired for special projects, or temporary users. These machines are not under the replacement responsibility of the college and will not have regular update cycles.

## Damaged or Inoperable Computers

Any computer that is damaged or inoperable before the four (4) year replacement cycle ends will be assessed by the IT Services Manager. If the machine is inoperable or damaged due to user fault, then it will be the responsibility of the department to provide funding for the machine repair or replacement. If the machine is damaged or inoperable due to reasons beyond the fault of the primary user and it is not covered by the warranty, the department or Dean will provide funding for the repair or replacement of the machine.

If a machine is repaired during the replacement cycle, the original replacement cycle remains at the time of first deployment. Replacement cycles will not reset when changes are made to computers.

If a machine is replaced, a new replacement cycle will be initiated at the date of first deployment for the new computer.

## Inherited Computers

Replacement personnel will inherit the computer from their predecessor unless another arrangement is approved by the department or Dean. The machine will maintain the original upgrade cycle from the date of first deployment.

## Standard Computer Configuration

The IT Service manager will provide consultation and specifications to meet campus standards and personnel preferences. Both Windows and Apple-based computers are approved for college purchase. To facilitate work from both on-campus and remote locations faculty and staff are encouraged to choose laptops. Approval from the department, the Dean, or the IT Service Manager is required to purchase desktops.

## Peripheral Devices

### Laptops

All laptop computers purchased for full-time faculty and staff and issued as their primary workstation will include a docking station, at least one external monitor, speakers, external keyboard and mouse.

### Desktops

All desktop computers purchased for full-time faculty and staff and issued as their primary workstation will include at least one monitor, speakers, keyboard and mouse.

### Extra Peripherals

All other peripheral devices will be purchased by the overseeing department. Peripheral devices include tablets, extra monitors, adapters, printers, etcetera. Requests may be made to the Dean to provide funding for extra peripherals and will be decided on a case-by-case basis.

## Off-Campus and Mobile Devices

University owned off-campus computers and peripherals must follow the same policies as on-campus machines and devices. Off-campus computers and devices must be used in accordance with the Information Technology and Security section of the University PPM.

### Laptops

All University owned off-campus computers must be brought to campus and connected to the network or connected to the University VPN at least once a month.

### Desktops

All University owned desktop computers for off-campus use must be approved by the IT Services Manager. All University owned off-campus computers must be brought to campus and connected to the network or connected to the University VPN at least once a month. Off-campus devices must stay in their original configuration, and internal components cannot be replaced by personally purchased components.