

College of Science (COS)

Computer Purchase & Replacement Standard and Guidelines

Purpose

This standard and guidelines apply to all full-time and part-time employees of the College of Science (COS) and to the purchase of all computer-related equipment issued and/or maintained by COS.

Equipment Purchase for University Business

All purchases of computer equipment must be coordinated with and approved by the IT Support Specialist before approval from the Dean or purchasing party. All machines and peripherals purchased using University funding are the property of the University. The machines and peripherals must be used only in a way that adheres to the PPM of the University. If it is deemed that machines and/or peripherals are not being used in accordance with university policy, the college may require that they be surrendered.

Computer Replacement Cycle

Full-time faculty and staff positions will be assigned one primary workstation. This station may be a laptop **or** a desktop computer. The machine 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 machines that meet the criteria to be replaced must be returned to the IT Specialist. Users may not keep replaced machines unless approved by the IT Specialist and the Dean. If a user is given approval to retain a machine after its replacement date, then the COS is no longer financially responsible for any upgrades or replacement of the machine.

Devices that no longer are able to receive security patches, updates and support due to age do not comply with information security standards and should not be used on campus. These should be sent to Property Control.

Full-time Faculty, Staff, Directors

A minimum of a five (5) year cycle will be used for all machine upgrades. This date is calculated based on the date of first assignment, 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 based on the date of first assignment, not the date of purchase.

Departmental Staff

Computers needed for departmental staff will be purchased by the overseeing department or pulled from the college's redistribution pool and/or Property Control. This includes any 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 Machines

Any machine that is damaged or inoperable before the five (5) year replacement cycle ends will be assessed by the IT Specialist. 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 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 issue. Replacement cycles will not reset when changes are made to machines.

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

Faculty Retirement

At the dean's discretion, faculty who are retiring may be allowed to keep their WSU laptop. In these circumstances, Property Control procedures must be followed. The device will have to be sent to Property Control by the IT Specialist to be removed from inventory and erased to preserve information security. The device will then be gifted to the retiree upon the next pay period.

Standard Computer Configurations

The IT Specialist will maintain a list of machines that are approved for college purchase. This list will include multiple options for desktop and laptop machines. The cost of each machine on the list will be equal to or less than the approved per-machine cost from the Dean.

Full-time faculty will have the option of a Windows or Apple based machine from the list of standard configurations.

Full-time staff will be given Windows configured machines unless justification can be made for an Apple machine to be issued. This must be approved by the Department Chair and the Dean. Any difference in cost will be covered by the overseeing department.

Peripheral Devices

Desktops

All issued desktop computers, purchased for full-time faculty and staff, will be issued with a CPU, monitor, keyboard and mouse.

Laptops

All issued laptop computers, purchased for full-time faculty and staff, will be issued with a CPU and a compatible dongle for use in the COS classrooms.

Extra Peripherals

All other peripheral devices will be purchased by the overseeing department. Peripheral devices include extra monitors, adapters, printers, speakers, etc.. 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 devices must follow the same policies as on-campus devices. Off-campus devices must be used in accordance with the PPM of the University.

Desktops

All University owned desktop computers for off-campus use must be approved by the IT Specialist and the funding party. An off-campus release form will be signed by the IT Specialist and the user to whom the device is issued. All University owned off-campus devices must be brought to campus and connected to the network or connected to the Weber State 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.

Mobile Devices

All mobile devices will require a checkout form to be signed by the user to whom the device is issued . Mobile devices include iPads, Android tablets, and laptops. All University owned, off-campus devices must be brought to campus and connected to the network or connected to the Weber State VPN at least once a month.