

## College of Social & Behavioral Science (CSBS)

### Computer Purchase & Replacement Standard and Guidelines

#### Purpose

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

#### Equipment Purchase for University Business

Purchases of all computer equipment must be coordinated with and approved by the IT Specialist before approval from the Dean or purchasing party. This includes all major peripherals such as wireless devices, scanners, monitors, printers (when allowed), cameras, etc. Exceptions to IT approval are allowed for simple devices that do not require network access, software installation or assistance from the IT Specialist (e.g., wired mouse/keyboard).

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 Section 10 of the WSU PPM, and associated regulations. Machines and peripherals may be taken away at any time if it is deemed they are not being used in accordance with University policy.

#### Workstations

Full-time faculty and staff positions will be assigned one (1) primary workstation. These machines may be desktop, laptop or tablet type machines operating with Windows, MacOS or other University-approved operating systems. The primary workstation assigned to the user will be covered under the computer replacement cycle (see section on Computer Life Cycle and Upgrade/Replacement Funding).

All other machines assigned to the user will be considered secondary workstations (see section on Secondary Workstations for Full-time Faculty, Staff, Directors, Admins). This policy does not currently cover mobile devices (phones, watches, other similar communication devices, etc.)

Faculty and staff may have one (1) or more secondary workstations as required to accomplish their work and as availability permits. The IT Specialist will provide technical support for those machines so long as the machine remains operable, undamaged and in compliance with the University's security standards.

The IT Specialist will maintain a "redistribution pool" of older, unassigned machines that are still in good working condition to be held in surplus to provide faculty and staff with temporary equipment for unforeseen or emergency situations. The IT Specialist will inform the Dean of surplus equipment that remains in good working condition, prior to surplus. All machines acquired from the redistribution pool and assigned to faculty and staff will be considered secondary workstations.

## Computer Life Cycle and Upgrade/Replacement Funding

In an effort to reduce electronic waste, and when feasible, the IT Specialist will attempt to repair out-of-warranty machines instead of replacing them. The feasibility of repair depends on the type of machine, nature of the failure, and the cost and time of repair.

All lifecycle decisions (upgrade, repair or replacement) will consider the state of the College/Department finances when deciding how to proceed.

Generally, devices are purchased using Dean sponsored funding sources, or other funding sources. Dean funding will generally come from College R&R funds. Other funding sources, which are required to be secured before the purchase of any machine, can include department funds, internal grants (RSPG, ARCC, Provost, etc.), external grants (NIH, DOJ, NSF, etc.), or other external funding where the University fully owns the machine. Personal funds may not be used, in whole or in part, to purchase, repair or upgrade machines.

WSU charges a software bundle fee for any new computer purchased. This fee is the responsibility of the overseeing department, regardless of who purchases the device.

### *Primary Workstations for Full-time Faculty, Staff, Directors, Admins*

A minimum of a four (4) year cycle will be used for all machine service. This initial date is calculated based on the date of first assignment, not the date of purchase. After the machine reaches its 4-year anniversary, the IT Specialist will conduct an annual audit (resources permitting) to determine if the machine is operable, undamaged and in compliance with the University's security standards.

When the IT Specialist determines the machine is inoperable, damaged or out of compliance with the University's security standards, they will initiate a cycling process for the machine with the Dean. If incapable of repair or upgrade, a replacement machine and associated peripherals will be funded by the College according to the funding schedule in Appendix A. If in the determination of the IT Specialist and the Dean the machine is upgradable or repairable, the College will fund reasonable repairs and upgrades to extend the life of the machine.

All machines that meet the criteria to be replaced using College funding 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 machine will be reassigned to the user as a Secondary Workstation and the College is no longer financially responsible for any upgrades or replacement of the machine.

### *Secondary Workstations for Full-time Faculty, Staff, Directors, Admins*

All purchases, upgrades, repairs or replacements of Secondary Workstations and associated peripherals will be funded by the department the user belongs to or another source of institutional funds. Special requests can be made for the College to provide funding or other arrangements at the Dean's discretion. These machines are not under the replacement responsibility of the college and will not have regular update cycles.

Secondary Workstations will have their life cycle tracked based on their initial date of assignment or purchase, whichever is more appropriate. After the machine reaches its 4-year anniversary, the IT Specialist will conduct an annual audit (resources permitting) to determine if the machine is operable, undamaged and in compliance with the University's security standards.

### *Classroom Computers*

The College will be responsible for replacing computers in standard classrooms. The overseeing Department will be responsible for replacing computers in laboratory or specialized classrooms. Departments may ask the Dean for funding assistance to replace laboratory or specialized classroom computers. Programs should consider budgeting funds or collecting course fees to help offset the cost replacement.

A minimum of a four (4) year cycle, or the length of the warranty, will be used for all classroom computer service. This date is calculated based on the date of first assignment, not the date of purchase. After the machine reaches its 4-year anniversary, the IT Specialist will conduct an annual audit (resources permitting) to determine if the machine is operable, undamaged and in compliance with the University's security standards.

### *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, research staff, teaching assistants, 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.

Workstations for part time employees will have their life cycle tracked based on their initial date of assignment or purchase, whichever is more appropriate. After the machine reaches its 4-year anniversary, the IT Specialist will conduct an annual audit (resources permitting) to determine if the machine is operable, undamaged and in compliance with the University's security standards.

## Damaged or Inoperable Machines

Any machine that is damaged or inoperable before the four (4) year replacement cycle ends will be audited 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 College will provide funding for the repair or replacement of the machine.

If a machine is repaired during the replacement cycle, the original life cycle date 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 life cycle will be initiated at the date of first assignment for a new machine. If the replacement machine is pulled from the redistribution pool or Property Control, then the life cycle date will be based on the purchase or production date of the machine.

## Inherited Machines

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

## Standard Computer Configurations

The IT Specialist will maintain a list of machines that are approved for college purchase (Appendix A). This list includes multiple options for desktop and laptop machines. The contents of the list, including specific machines, minimum configuration standards, and costs, will be audited by the IT Specialist and the Dean once a semester.

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 between the Apple device and equivalent-format Windows machine 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*

Peripherals issued with laptop computers depend on whether the machine is a Primary or Secondary Workstation. Laptops purchased for full-time faculty and staff as a Primary Workstation, will be issued with a CPU, monitor, keyboard, mouse and a compatible dongle for use in the CSBS classrooms, unless the user specifically requests they do not wish to use the device as a desktop at the time of issuance. If the user later wishes to convert the device to desktop, purchase of the necessary peripherals will be the responsibility of the department.

Laptops purchased as Secondary Workstations will receive peripherals in accordance with the conditions dictated by, and available budget from the non-Dean's Office funding source. In the event that the Dean's Office purchases a laptop as a Secondary Workstation, no additional peripherals will be purchased with the device.

### *Tablets*

The same general principles as for laptop computers will be applied to peripherals for tablet devices and other highly mobile computing devices (such as stylus, mouse, keyboard for iPad, MS Surface, etc.).

### *Printers*

In an effort to reduce electronic waste and save costs, departments shall move toward purchasing and installing network printers, accessible by all members of the department. The purchase and

maintenance of individual printers is authorized only for department chairs and department admins unless previously authorized by the Dean. The purchase of printers is the responsibility of the overseeing department after consultation with the CSBS IT Specialist and the Dean's Office.

Individual printers that are already in service in the college may continue to be used until they cease to function or become obsolete, at which point the user will switch to the appropriate network printer. As part of the installation of new devices, the IT Specialist will install drivers to connect to the appropriate network printer.

#### *Extra Peripherals*

All other peripheral devices will be purchased by the overseeing department. Peripheral devices include extra monitors, adapters, power strips, 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. While every effort will be made to fully set up machines on initial installation, there may be a desire to alter or upgrade the device arrangement. It is up to the department to purchase additional cables, cords or devices to alter the arrangement of a machine installation.

## 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*

Desktop machines are not authorized for off-campus use. In the case of exigent circumstances, the Dean may authorize the short-term use of off-campus desktop machines. The IT Specialist and the Dean will inform the user of the allowed time frame, and the conditions for off-campus use.

#### *Network Connectivity for Laptops and Other Mobile Devices*




It is the user's responsibility to procure secure network connectivity for mobile devices, including iPads, Android tablets, and laptops, when off-campus. When conducting University business that involves sensitive data, the device will be connected through the Weber State VPN. 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.

## Revision Cycle

This policy is subject to revision by the CSBS Dean's Office each semester in an effort to keep information on devices and procedures current.

Appendix A: Standard Configurations and Purchasing Limits

The following chart contains the college standard system configurations for purchase under the College Life Cycle Replacement. Costs listed are an estimate of the actual cost. This chart, the costs and the configurations, including University minimum configuration standards, will be updated on a semester basis.

<p><b>Option A: Windows Laptop (preferred)</b></p> 	<p><u>Includes</u>                  Starwest, Windows 10 Enterprise                  15.6" 1080p display                  16GB RAM                  512GB SSD storage                  USB and HDMI ports                  Built-in WiFi                  Keyboard with 10-key layout                  Touch pad                  4-year Warranty  <i>Docking Hub (installed in assigned campus office)</i>  <i>Mouse/Keyboard</i>  <i>One external monitor</i></p>	<p><u>Estimated Cost</u>                  \$1,804 plus \$110 software bundle charge</p> <p><u>College replacement cycle</u>                  Dean covers \$1,804                  Dept covers \$110</p> <p><u>Other replacement cycle</u>                  Other source covers entire cost</p>
<p><b>Option B: Windows Desktop</b></p>  <p>Thermaltake H21    Cooler Master N400</p>	<p><u>Includes</u>                  Starwest, Windows 10 Enterprise                  16GB RAM                  512GB SSD storage                  USB &amp; HDMI ports                  Wired mouse/keyboard                  Monitor with built-in sound                  4-year Warranty</p>	<p><u>Estimated Cost</u>                  \$1,389 plus \$110 software bundle charge</p> <p><u>College replacement cycle</u>                  Dean covers \$1389                  Dept covers \$110</p> <p><u>Other replacement cycle</u>                  Other source covers entire cost</p>
<p><b>Option C: Mac Mini</b></p> 	<p><u>Includes</u>                  M2Pro 10/16 Core                  Current MacOS                  16GB RAM                  512GB SSD storage                  10GB Ethernet                  Thunderbolt, HDMI and USB ports                  Apple mouse/keyboard                  Monitor with built-in sound  <i>Extended AppleCare coverage optional</i></p>	<p><u>Estimated Cost</u>                  \$1,840 plus \$110 software bundle charge</p> <p><u>College replacement cycle</u>                  Dean covers \$1,840                  Dept covers \$110</p> <p><u>Other replacement cycle</u>                  Other source covers entire cost</p>

<p><b>Option D: Non-Standard Configuration</b></p> <p>Requires approval from IT Specialist and Dean</p> <p>User must justify, in writing, why specifications are needed.</p>	<p><u>Includes</u></p> <p>Desktop or laptop device, any brand subject to University purchasing policy</p> <p>Windows, Mac or Linux OS as permitted by University policy</p> <p>Minimum memory and storage parameters</p> <p>Minimum screen size parameters</p> <p>Peripherals as appropriate, including docking station for laptops</p> <p>Must have 4-year warranty on PC machines</p> <p><i>Extended AppleCare coverage optional</i></p>	<p><u>Estimated Cost</u></p> <p>Quoted cost through IT Specialist &amp; Purchasing plus \$110 software bundle charge</p> <p><u>College replacement cycle</u></p> <p>Dean covers up to \$2000</p> <p>Dept covers balance of cost plus \$110</p> <p><u>Other replacement cycle</u></p> <p>Other source covers entire cost</p>
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