

# Engineering, Applied Science & Technology (EAST)

## Computer Purchase & Replacement Standard and Guidelines

### Purpose

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

### Equipment Purchase for University Business

All purchases of computer equipment through the university 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. Machines and peripherals may be taken away at any time if it is deemed they are not being used in accordance with university policy.

### Computer Replacement Cycle

Full-time faculty and staff positions will be assigned at least one primary computer – depending on true need as determined by the dean and department. This computer may be a laptop and/or a desktop computer. The machine assigned to the user will be covered under the computer replacement cycle. All machines assigned to a user must be upgraded by the department the user belongs to or college IT depending on the support arrangement as determined by the dean's office.

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 and the user leaves WSU, then the dean is no longer financially responsible for any upgrades or replacement of the machine.

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

A four (4) year cycle will be generally followed for machine upgrades depending on machine and use. This date is calculated based on the date of first assignment, not the date of purchase.

### Classroom Computers

A four (4) year cycle, or the length of the warranty, will be used generally for all classroom computer upgrades depending on computer and use. This date is calculated based on the date of first assignment, 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 and/or the college, and/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 may or may not be under the replacement and repair responsibility and schedule of the college.

## Damaged or Inoperable Machines

Any machine that is damaged or inoperable before the four (4) 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 and/or college 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 and/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 issue. Replacement cycles may not reset when changes are made to machines depending on machine, changes, and/or use.

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

## Inherited Machines

Replacement personnel will inherit the machine from their predecessor unless another arrangement is approved by the IT Specialist and dean and personnel department. 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 and department purchase. This list will include multiple options for desktop and laptop machines. The cost of each machine on the list will be generally equal to or less than the approved per-machine cost from the dean but exceptions will exist depending on machine, use, and funding source.

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

## 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 EAST classrooms.

## Extra Peripherals

All other peripheral devices will be purchased by the overseeing department and/or dean. Peripheral devices may include extra monitors, adapters, printers, speakers, etc. Requests may be made to the department chair or dean and IT specialist dependent on IT management arrangement 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 should stay in their original configuration and any modification must include the department chair and/or dean and the IT specialist.

### 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, laptops and other computing devices. 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.