

# Division of Student Affairs

## Computer Purchase & Replacement

### Standard and Guidelines

#### Purpose

This standard and guidelines apply to all full-time and part-time employees of the Division of Student Affairs and to the purchase of all computer-related equipment and maintained by Student Affairs Technology (SAT).

#### Equipment Purchase for University Business

All purchases of computer equipment must be coordinated with and approved by the Director of Student Affairs Technology or designated staff in the Student Affairs Technology department before purchasing. All machines and peripherals purchased using university funding are the property of Weber State University. The machines and peripherals must be used only in a way that adheres to section 10 of the Policy and Procedures (PPM) of the University.

#### Computer Replacement Cycle

Full-time staff positions may have one or more computers dedicated for their work use. These stations may be a laptop and/or a desktop computer based on job function and locations. The machines assigned to the user will be their primary station(s) and covered under the computer replacement cycle. All machines assigned to a user must be upgraded by the department the user belongs to, or special requests can be made for the division to provide funding or other arrangements at the Vice President of Student Affairs or the Student Affairs Management Council (SAMC) discretion.

All machines to be replaced can be reused in the department if they still meet minimum specifications and are needed for non-critical services or rotated to part-time staff. Consultation with SAT will be required to reused old equipment to evaluate the feasibility of the need and ability of the old equipment. If the equipment is to be retired, SAT must be notified with the inventory information to have it removed from the departments inventory and the department will be responsible to contact university property control to dispose of the equipment. If a user has decided to retain a machine after its replacement date, the department is still responsible for

any upgrades or replacement of the machine but support for old, out of warranty equipment will be limited.

Departments should plan a yearly replacement policy and have alternate time periods to rotate different ages of machines for all staff and labs (if feasible based on the number of machines) to alleviate one-time bulk purchases every four (4) years and strain on budgets.

### Full-time Staff, Directors, Admins

A minimum of a four (4) year cycle should be used for all machine upgrades and rotations. This date is calculated by the date of purchase and tracked by the department purchasing the devices. Replaced machines are removed from inventory and sent to property control unless other arrangements for the continued use of the equipment have been arranged.

### Open lab and department dedicated lab computers

All open computer labs for general student use are on a four (4) year rotation cycle and replaced machines are removed from inventory and sent to property control. Departments with dedicated labs should be on the same four (4) year rotation but can be subsidized with reused staff computers if they meeting the requirements previously stated.

### Departmental Part-time Staff

Computers needed for departmental part-time staff and hourly will be purchased by the overseeing department or pulled from the department's redistribution rotation pool. This includes any part-time staff, student workers, seasonal employees, employees hired for special projects, or temporary users. These machines will not have regular update cycles and is the responsibility of the department management to arrange machines for this use.

### Damaged or Inoperable Machines

Any machine that is damaged or inoperable before the four (4) year replacement cycle ends will be assessed by SAT. 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, it will be the department's responsibility to find 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 purchase. Replacement cycles will not reset when changes are made to existing machines.

If a machine is replaced, a new replacement cycle will be initiated from that date of replacement.

## Inherited Machines

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

## Standard Computer Configurations

SAT will maintain a list of machines that are approved for department purchase. This list will include multiple options for desktop and laptop machines.

Department staff will have the option of a Windows or Apple based machine from the list of standard configurations.

## Peripheral Devices

### Desktops

All desktop computers, purchased for department staff, will include a CPU, monitor, keyboard and mouse.

### Laptops

Laptop computers, purchased for department staff will include the machine and power adaptor only and other peripherals can be added upon request for specific needs.

### Extra Peripherals

All other peripheral devices can be purchased by the overseeing department as desired. Peripheral devices include extra monitors, adapters, docking stations, speakers, webcams etc. SAT will evaluate the devices for the department to ensure compatibility.

## Off Campus and Mobile Devices

University owned off-campus used 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 SAT and the overseeing department. All university owned off-campus devices must be brought to campus and connected to the network (via ethernet or wifi) or connected to the Weber State VPN at least once a month to comply with licensing and security checks. Off-campus devices must stay in their original configuration, and internal components cannot be replaced by personally purchased components.

## Mobile Devices

Mobile devices include iPads, Android tablets, and laptops. All university owned, off-campus devices must be brought to campus and connected to the network (via ethernet or wifi) or connected to the Weber State VPN at least once a month to comply with licensing and security checks.