

Suffolk University Computer Replacement Policy

Purpose:

This policy establishes guidelines for the centralized budgeting, procurement, support and disposal of university technology hardware assets.

Goal:

The overall goal of the program is to ensure that computing resources on campus are up-to-date and available to all staff and faculty. The goals of the Computer Replacement Program are to:

- Ensure all faculty, staff, administrators, academic classrooms, computing laboratories and libraries have adequate, well maintained and dedicated technology assets to accomplish their responsibilities
- Consolidate technology hardware purchases, implement minimum standards with preferred vendors to reduce costs and enable select purchasing contracts that include service support and warranty
- Centralize recordkeeping to facilitate better provisioning, replacement and retirement processes
- Streamline the specification, acquisition and deployment of new equipment and re-deployment or disposal of old equipment

Scope:

This policy applies to all desktops and laptops purchased and/or supported by the ITS-Technology Support Services department. This policy applies to all full-time and part-time employees.

Standard Computer Configurations:

A standard configuration will be established by Information Technology Services on an annual basis. Standardization reduces cost significantly through bulk purchasing discounts and vendor agreements. To obtain optimal pricing, computers will be ordered in bulk by ITS-Technology Support Services. This standardized approach will allow for long-term viability of the equipment and consistency in support.

Platform Selection:

Technology Support Services fully supports both Macintosh and PC standard configurations. The choice between Macintosh and PC is motivated strictly by the applications that are required in the job function.

Additional Peripheral Devices:

Standard laptop configurations for both PCs and Macs will include a laptop, dock, dual external monitors, keyboard, and mouse.

Funding University Computers

University computers will be purchased using a centralized budget managed by Information Technology. A central inventory will also be managed that details each computer's location, assigned user, use and age. The centralized computer purchase budget will be developed each year in coordination with University departments to account for employee and general computer classroom and lab replacement computers.

Grants, Gifts or Contract Funded Purchases: Equipment acquired using grant or contract funds or for giveaways will be purchased using the same guidelines and vendors as other University equipment unless there is a cause for an exception. Departments receiving equipment as gifts from individuals, corporate sponsorships and grants must work with Technology Support Services before purchasing equipment for department use or for giveaways.

General policy

- The replacement process occurs each fiscal year.
- Computer refresh is determined by the fiscal resources, current replacement cycles and the age of the equipment. Machines are replaced roughly every 4-5 years
- Only one computer per full-time faculty or staff will be replaced.
- Computers needed for part-time faculty/staff, student worker positions, temporary positions and machines needed for projects or other temporary uses will be furnished out of the ITS redistribution pool of computers.
- When receiving a replacement computer the replaced (old) computer becomes part of the redistribution pool.
- Departments may not repurpose existing departmental computers within the department to expand the number of computers supported.
- Computers are the property of the University and cannot be purchased for personal use.
- All replaced systems must be returned to the Technology Support Services Department for redistribution or disposal.