Policies Governing the Use and Acquisition of Computers Provided to University Personnel

Purpose

In order to ensure that University personnel have access to current computing technology required to fulfill the responsibilities of their jobs, the “Computer Life Cycle Replacement Program” was instituted in 2003. The program provides for scheduled replacement of computers for full time faculty, full time staff, eligible permanent percentage of time staff and computing laboratory facilities every 48 months. Eligibility for the program is determined by the Information Technology Division’s Director for Technical Support Services in accordance with this policy which is reviewed annually by the Vice President of Information Technology in collaboration with the University’s Vice Presidents and Academic Deans.

Hardware Platforms

In order to contain costs and realize maintenance and support efficiencies, the University community is provided with a list of approved computer systems from which to choose. The equipment standards are developed by an ad hoc committee recruited by the VP for IT from among the various administrative and academic units that comprise the University. The Committee is charged to review the hardware options available in relation to campus needs and to recommend specific hardware configurations that best meet the features and functionality requirements of the University overall.

Life Cycle Equipment Replacement Term

- Computers are replaced every four years (48 months), a duration that corresponds to industry benchmarks for the useful life of laptop and desktop computer systems.

- Prior to the end of the 48-month term, those with a life cycle program asset in their possession will be contacted by the University Help Desk Manager or local support tech team, via email, to select a replacement computer and to establish a date for the equipment exchange.

- The Computer Life Cycle Replacement Program provides an extended warranty on computers and monitors for the entire lease term (48 months).

- Personnel working in fee or revenue producing programs are eligible to participate in the Computer Life Cycle Replacement Program provided the revenue generated by the program supports the acquisition of the equipment for the entire duration of the lease term.
• Personnel working on grants may participate in the Computer Life Cycle Replacement Program provided the grant stipulates that the acquisition of computer equipment is covered under the grant and that the grant covers the entire cost of equipment obtained.

• All program equipment (including cables, mouse, keyboard and other items delivered with the computer) must be returned to the University. There is no option to purchase Life Cycle Replacement Program computers.

• Replacement of computers is subject to available funding.

Responsibilities of the University Personnel Receiving Equipment

• University personnel are expected to exercise care to assure against theft and damage of equipment provided to them. In situations where negligence or violations of this policy result in damage or loss of equipment, the cost for its repair or replacement will be the responsibility of the employee. Negligence is determined by the lease vendor.

• Equipment is provided to University personnel exclusively for their use. Its use by others is prohibited except for occasional use by other University personnel who are eligible to participate in the Life Cycle Replacement Program. In certain instances, equipment can be reallocated to another employee at the University but only with the prior documented permission of the Director for Technical Support Services.

• Upon separation from the University, for any reason, the Life Cycle Program equipment must be returned to either the University Help Desk or the local technology support team in the Academic Unit.

• It is prohibited to affix stickers, adornments or to alter anything on the body of the equipment that could affect the value of the machine when it is returned to the leasing vendors.

Default Equipment

The default computer platform for the Computer LifeCycle Replacement Program is one of the Lenovo laptop or desktop Machines listed among the standard computer configurations. For a listing of standard computer configurations, please refer to [http://oit.montclair.edu/tsc/helpdesk/standardcomp.html](http://oit.montclair.edu/tsc/helpdesk/standardcomp.html)

Exceptions to the Standard Build and Configurations

Despite the best efforts of the Life Cycle Equipment Configuration Committee, the specified equipment (the standard configurations), on occasion, may not meet the needs of an individual or an operating unit. In such cases, alterations to the standard build configurations may be approved, but they must be authorized by the Dean of the Academic unit, Divisional VP, or their designee, and the Director for Technical Support Services.
Exception Approval for Apple/Mac Devices and Rational for Deviation

The Computer Life Cycle Configuration Committee did provide specifications for Apple/Mac computing platform machines since there are individuals or operating units that require the Apple/Mac devices. Approval for the acquisition of an Apple/Mac device may be made by the Dean of the Academic unit, the Divisional VP, or their designee, and the Director for Technical Support Services when there is a compelling demonstration of the need which cannot be met with the default PC.

- The approval process for Apple/Mac devices applies only to new requests for Apple/Mac equipment. Personnel who already have an Apple/Mac device may replace it without obtaining special approval.

Administrative Rights

The Computer Life Cycle Replacement program equipment is delivered with limited administrative rights. This level of administrative rights called “Power User” will allow users to add a network printer, modify drivers for hardware devices and make changes to certain programs. Members of the University community may request full administrative privileges and these are granted by the IT Division’s Director for Technical Support Services or the applicable college specific technology team. A separate Service Level Agreement (SLA) must be completed to receive full administrative rights, which assigns responsibility for the operating integrity of the device and its contents entirely to the employee.

Last Revision Date: November 20, 2011