

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 Lifecycle 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.

Lifecycle 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 lifecycle program asset in their possession will be contacted by the IT Support Services Manager or local support tech team, via email, to select a replacement computer and to establish a date for the equipment exchange.
- The Computer Lifecycle 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 Lifecycle Replacement Program provided the revenue generated by the program supports the acquisition of the equipment for the entire duration of the lease term.
- 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 Lifecycle Replacement Program computers.
- Personnel working on grants may participate in the Computer Lifecycle 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.
- 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 Lifecycle 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 Lifecycle Program equipment must be returned to either the IT Service 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 PC (Windows) laptop or desktop listed among the standard computer configurations. For a listing of standard computer configurations, please refer to <http://www.montclair.edu/oit/tech-solutions-center/it-service-desk/buying-a-computer/>

Exceptions to the Standard Build and Configurations

Please see the following processes:

Protocol for Workstation Approval:

<http://www.montclair.edu/media/montclair.edu/oit/policies/Protocol-for-Workstation-Approval.pdf>

Nondefault Workstation Request Process:

<http://www.montclair.edu/media/montclair.edu/oit/policies/Nondefault-Workstation-Request-Process.pdf>

Administrative Rights

As the University is in the process of moving to a secure image, the ability to have administrative rights has been removed for the Administrative areas. Administrative rights for the Academic areas are approved on a case by case basis.

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