



**KOIT-01**

## **Desktop Computer Lifecycle Replacement Program**

### **Scope**

It is a university-wide policy that certain desktop computers be replaced every three years. Some aspects of the program are mandated at the university level while other aspects of the program are campus-specific. This policy applies to the entire Indian University Kokomo campus.

### **Rationale**

The degree to which technology is available and supported on campus is vital to the recruitment and retention of students, faculty and staff. It is also essential for the efficient and effective operation of the campus. For information technology to remain useful and relevant, it must be updated on a regular basis.

### **Policy Statement**

Every staff and faculty position that is approved and funded at halftime or greater is automatically provided a desktop computer. If an employee holds two halftime positions a desktop computer will be provided for only one of those positions.

Lifecycle Computers are purchased with a three-year warranty and will be replaced at the end of the warranty period. This cycle occurs irrespective of turnover in the position except if the position is no longer approved and/or funded at the end of the warranty period. In this case, the existing computer will be removed and a replacement will not be provided. At such time as the position is once again approved and funded, it will be treated as a new position and provided with a desktop computer.

All desktop computers provided under this program are provided by and remain the property of the Information Technology Department.

### **Procedures**

Each fiscal year, the Director of Computing and Technology Services will designate the standard model desktop computer to be provided under this program for that fiscal year. The selection will take into account three primary factors: (1) the amount of money available in the Lifecycle Fund; (2) the specially-priced packages available from the university's desktop computer vendor; and (3) expected future changes of technology. In addition, the desktop computer will come with a Standard Software Build. The standard model with the Standard Software Build will be used for new positions as well as for any replacements due to occur during that fiscal year.

The incumbent in a position that is due for a replacement computer under this program will be notified in advance of that fact and requested to provide a list of software, in addition to the

Standard Software Build, they require. If the software is available from IUWare or has been previously purchased by the department and placed in the Software License Library, no further action is required on the part of the incumbent. If the software has been previously purchased by the department but has not been placed in the Software License Library, the incumbent must provide proof of license and all installation materials to the Information Technology Department. If the software has not been purchased, the department will need to make that purchase, provide proof of license and all installation materials and, optionally, request that the software be placed in the Software License Library.

For either new or replacement desktop computers, departments may elect to purchase upgrades or additional components (e.g., extra memory, larger hard drive, etc.). All such purchases will be paid for by the requesting department; however, only peripheral items that are not integral to the desktop computer will become the property of the requesting department. Upgrades and/or components that are integral to the desktop computer will become the property of the Information Technology Department.

If a department has a need for a computer other than what can be provided under the Desktop Computer Lifecycle Replacement Program, the department can, at its option, either purchase a Department-funded Computer or a Third-tier Computer using department funds. Please refer to the appropriate policies for additional details.

## Definitions

**Department-funded Computer** is a designation used to refer to any computer purchased by a department using that department's funds.

A **desktop computer** is a computer made for use on a desk in an office and is distinguished from portable computers such as notebook computers or PDAs.

**Lifecycle Computer** is a designation used to refer to any computer purchased under the Lifecycle Replacement Program that has not yet reached the end of its warranty period.

The **Software License Library** is a secured repository, located in the Information Technology Department, where software licenses and associated installation materials may be kept.

The **Standard Software Build** is the software deemed necessary for the computer to be useful and relevant and shall consist of, at minimum, an operating system and office-type programs. The Standard Software Build will change from time to time as new software and /or new versions of software become available to Indiana University through its contracts with software vendors. It may also vary slightly between different model computers.

**Third-tier Computer** is a designation used to refer to any computer originally purchased under the Lifecycle Replacement Program that has reached the end of its warranty period and has been purchased by a department under the Third-tier Computer Program.

## Related Policies, Laws and Documents

Indiana University Information Technology Strategic Plan, May 1998

Authorizing Memorandum from Michael McRobbie, Vice President of Information Technology and Chief Information Officer, May 3, 1999

Memo from Chancellor Erita Hill to Michael McRobbie, Vice President of Information Technology and Chief Information Officer, June 9, 199

Memo to Chancellor Ruth J. Person from Michael McRobbie, Vice President of Information Technology and Chief Information Officer, June 20, 2000

Office of Information Technology Strategic Plan 2007-2012

KOIT-02 Third-tier Computer Program

KOIT-03 Department-funded Computers

KOIT-05 Software License Library

**Policy History:**

This statement of existing policy was written on August 6, 2007.