College of Education Centralized Computer Purchasing Policy

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Policy

The Information Technology Office (ITO) will purchase, maintain, and manage all computer and mobile-related equipment for the College of Education. The ITO will manage the life cycles for all computer and mobile-related equipment and replace devices that have met the expected life cycle duration.

Scope

This policy applies to academic and administrative units in the College of Education that are in the Sanchez Building or Bellmont Hall and supported by the ITO. This policy covers College of Education employees who are tenure/tenure track faculty, at least 50%-time appointed career teaching non-tenure/tenure track faculty, and administrative and classified staff. This policy does not apply to research centers or off-campus units within the College.

Procedures

Technology Life-Cycle

The ITO will maintain a list of devices and associated life cycle time frame. Life cycle for devices will be 4 years. Once the life cycle for a device has elapsed, the ITO will contact the user of the device to discuss replacing the device.

Self-Insurance

The ITO will self-insure devices. 1-year warranties will be purchased for all new devices. The ITO will have a set of spare devices that can be deployed in the event that a user has a non-functioning device.

Standardized Device List

The ITO will provide an up-to-date list of devices that units and/or employees may choose from to select one particular device. The device list will be approved by the College leadership. Device options will include a desktop computer (Windows or MacOS), a laptop computer (Windows or MacOS), and an tablet (Windows or Apple). This list will be periodically updated as technology advances.

Exception Process

Exceptions to this policy may be made by sending a help request to the ITO. All exception requests will be handled by the ITO Director and approved by the unit head and/or supervisor of the requestor.

Inventory

All devices pertaining to this policy will be property of the College of Education for which the ITO has been delegated responsibility. The ITO will oversee and manage the inventory. All devices that are reclaimed at the end of the life cycle will be repurposed or sent to surplus as needed.

Budget

The College leadership will provide the necessary funds to sustain the required devices for the 4-year life cycle as well as the appropriate amount of loaner devices.
### Glossary of Terms

**Career Teacher:** Faculty that are non tenure/tenure track that are not adjunct faculty and appointed at least 50% time.

**Computer and Mobile-Related Equipment:** Any device including but not limited to devices that are running MacOS, Windows, Linux, Unix, iOS, TVOS or Chrome OS operating systems.

**Life Cycle:** A period of time that a device is considered capable of handling the necessary tasks for which it was purchased. The current life cycle time frame is 4 years.

**Non-functioning Device:** A device that is incapable of handling the necessary tasks for which it was purchased as a result of a hardware or software problem.

**Standard Device List:** A list of approved devices that units can use to select devices for employees. This list will be periodically updated as technology advances.

**Exception Request:** The process by which a person can ask for a device that may not be included in the standard device list.

### Standard Device List (desktop option no longer available via management team mandate)

<table>
<thead>
<tr>
<th>Mac Laptop</th>
<th>Windows Laptop</th>
</tr>
</thead>
<tbody>
<tr>
<td>13-inch Apple MacBook Pro</td>
<td>14-inch Dell Latitude</td>
</tr>
<tr>
<td>512GB Storage</td>
<td>512GB Storage</td>
</tr>
<tr>
<td>16GB RAM</td>
<td>16GB RAM</td>
</tr>
</tbody>
</table>

**Accessories**
- Apple Wireless Keyboard and Mouse
- Apple Digital A/V Multiport Adapter
- Extra Power Adapter
- Display/dock options (choose one):
  - 27-in Dell monitor with a built in camera and docking station
  - 24-in Dell monitor with a built in camera and a separate Thunderbolt 3 dock

<table>
<thead>
<tr>
<th>Windows Laptop</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dell Wireless Keyboard and Mouse</td>
</tr>
<tr>
<td>Dell USB-C Mobile Adapter</td>
</tr>
<tr>
<td>Extra Power Adapter</td>
</tr>
</tbody>
</table>
| Display/dock options (choose one):
  - 27-in Dell monitor with a built in camera and docking station
  - 24-in Dell monitor with a built in camera and a separate Dell dock |

<table>
<thead>
<tr>
<th>Apple Tablet</th>
<th>Windows Tablet</th>
</tr>
</thead>
<tbody>
<tr>
<td>13-inch iPad Pro</td>
<td>Microsoft Surface Pro 7</td>
</tr>
<tr>
<td>512GB Storage</td>
<td>512GB Storage</td>
</tr>
</tbody>
</table>

**Accessories**
- Apple Smart Keyboard
- Apple Pencil
- USB-C to HDMI adapter

<table>
<thead>
<tr>
<th>Windows Tablet</th>
</tr>
</thead>
<tbody>
<tr>
<td>Surface Keyboard Cover</td>
</tr>
<tr>
<td>Surface Pen</td>
</tr>
<tr>
<td>USB-C to HDMI adapter</td>
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</tbody>
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