

## COMPUTER HARDWARE POLICY

### POLICY STATEMENT

Roseman University of Health Sciences computer equipment is intended to support and enhance the academic mission and administrative functions of the University. The objective of the computer hardware policy is to:

- Bring a systematic approach to the acquisition and disposal of computer equipment;
- Standardize equipment to maximize maintenance and support efforts; and,
- Provide a cost-effective solution while still accommodating the business needs of the university.

### DEFINITIONS

Computer Equipment: In the context of this policy, is defined as desktop, laptop, notebook, server, or any variation of computer equipment that the university owns for business and/or instructional purposes.

### POLICY

#### *Default Computer Equipment*

To accommodate varying needs in administration, instruction, and research computing, while avoiding excessive variability and cost in equipment and software, university computing purchases shall be standardized to Dell computer equipment (Windows Operating System).

Specific computer hardware (e.g., Macintosh) will be reviewed on a case-by-case basis by the Vice President for Technology Services, or designee. Determination of which system to choose shall be dependent upon the defined use and a compelling demonstration of the need which cannot be met with the default windows computer. Additional costs associated with the purchase acquisition, software licenses, and support will be charged to the unit.

### PROCUREMENT/AQUISITION

Technology Services management reviews the hardware options available annually (at a minimum) and makes recommendations to the Vice President of Technology Services, or designee, of specific hardware configurations that best meet the features and functionality requirements of the University overall.

To promote the standardization of equipment and realize economies-of-scale cost savings in the procurement and maintenance of computing equipment, Technology Services has an established list of standard hardware configurations that must be used by University employees. If there is a unit request for deviation from the standard, it must be approved with appropriate justification by the unit head and the Vice President of Technology Services, or designee. Additional costs for repair, maintenance, and Roseman Technology Services staff time to service non-standard equipment will be charged to the unit.

### MAINTENANCE/EQUIPMENT REFRESH

Computer equipment is purchased on a three-year lease life cycle in an effort to continuously meet the demands of new application requirements for instructional, clinical, and administrative purposes. Specialized computer equipment lease schedules are evaluated on a case-by-case basis (e.g., computers specific to laboratory equipment).

Those with a life cycle asset in their possession will be notified by the Technology Services Help Desk at least 60 days prior to the refresh to establish a date for the equipment exchange.

## **DISPOSAL**

All computer equipment on a lease will be returned to the vendor unless there is an agreement to purchase the hardware in full. Any End of Life (EOL) Roseman-owned technology equipment will be sent to an approved recycling center to be properly disposed of. Hard drives, data backup tapes, and any other storage will be destroyed either internally or through a third-party. If done through a third-party, they will be required to send a certificate of completion/destruction to Roseman.

*Approved: 8/5/2015*