

## **Information Technology – Rodney Tosten, Vice President of Information Technology**

**Effective Date:** 3/18/2009

This policy replaces all previous policy in this matter bearing an earlier date.

**Title:** Computer Replacement and Upgrade Policy

**Applicable To:** All computers and related accessories purchased or otherwise owned by Gettysburg College and used by the campus community.

### **Overview:**

Gettysburg College maintains and upgrades computer hardware and software provided to campus users according to this policy document.

College computers are associated with positions and departments, not individual employees. An employee changing jobs or transferring to another department does not take their computer with them.

Please contact the IT Helpdesk at 337-7000 with any questions you may have.

### **Replacement and Improvement of Computers:**

IT only replaces and improves computers owned by Gettysburg College. IT schedules hardware replacement visits by building, typically visiting each major college building once every two years. The current schedule can be found here:

<http://www.gettysburg.edu/dotAsset/2509074.pdf>

Computers for all permanent full-time faculty, administrators and staff and computers in recognized enhanced learning spaces and public labs are eligible for replacement during the biennial IT visit if they are at least 4 years old<sup>1</sup>. IT allows a four (4) month grace period when determining "4 years old". The aforementioned computers will be replaced by IT with the new hardware and software considered to be IT's standard at the time of the visit. Departments are expected to fund any upgrades and accessories beyond the standard hardware and software provided by IT. IT will contact the appropriate departmental staff according to the published schedule and arrange for replacements at a mutually agreeable time.

College owned computers less than 4 years old are eligible for reasonable improvements by IT (minor improvements are made at IT expense) to enhance performance or function of their internal components at any time. Department heads should contact IT for advice, service and

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<sup>1</sup> If your computer "just misses" being old enough when we visit, your machine cannot be replaced until the next time we visit (two more years away). By then your machine may be nearly 6 years old. Our policy is to give you 4 months grace when determining if your machine is eligible for replacement to help minimize the number of old machines. We are sensitive to this unavoidable situation, so if your machine is getting that old and you just can't make do, call us for advice.

scheduling related to computer improvements, particularly if extraordinary needs or major improvements are anticipated.

Departments may submit a request at any time for the replacement of a computer less than 4 years old or request a computer that is an addition to their existing inventory but the requesting department must fund the entire purchase.

Newly appointed substitutes, replacement or part time faculty administrators and staff, 1-year appointments, sabbatical replacements, adjuncts and temporaries will normally receive the computer used by their predecessor. The aforementioned computers as well as general use departmental computers, grant funded computers, department purchased computers, student work stations and special function computers/private labs are eligible for replacement with an available IT pool computer no more frequently than once every 2 years in accordance with IT's biennial schedule. An IT pool computer is a previously deployed computer that has been by recovered by IT and then refurbished or upgraded in a professional manner. While these computers are not new, they do represent a better and more performance oriented computer than what is being replaced.

Newly created positions (i.e. new positions, not existing ones renamed) require the gaining department to fund the initial new computer and related purchases as part of startup costs. IT will track the computers for new positions and will submit a request in the next available budget cycle for an IT budget increase to allow IT to periodically replace the equipment as defined in this policy.

If the College replaces grant or special funded computers, then the replaced computers become part of IT's computer pool.

### **Replacement of Printers:**

IT supports and maintains at least one network-accessible printer for each academic and administrative department. Network printers are replaced on a schedule dictated by reliability and maintainability of the machine rather than calendar years.

A network printer purchased from department funds or as a result of a grant that adds additional network printers to the department are not candidates for support or replacement by IT and must be purchased with an extended warranty and replaced using departmental funds.