POLICY TITLE:
Computer Replacement Policy

VOLUME, SECTION & NUMBER:

ENTITIES AFFECTED:
Faculty
Staff
Students

ADMINISTRATIVE AUTHORITY:
Information Technology

APPROVED BY:
Office of the President

EFFECTIVE DATE:
July 8, 2024

REVISED FROM:
November 2023 Version of Policy

POLICY STATEMENT:

This policy sets forth the computer replacement strategies and guidelines for Kentucky State University (KSU).

It is KSU's computer replacement strategy to replace desktops every five (5) years and laptops every four (4) years, as funding allows.

Additional goals include:

- Ensuring full-time faculty and staff have access to computers that can sufficiently perform the basic computer functions needed to fulfill work-related responsibilities.

- Ensuring that appropriate computing resources are available in KSU labs.

- Establishing a centralized budget that provides basic computing resources for KSU employees and student

labs.

- Implement minimum standards for computing resources on campus to increase the supportability of KSU's installed base of equipment.

- Streamlining the specification, acquisition, deployment, and support of new equipment and re-deployment or disposal of old equipment.

HARDWARE STANDARDS:

To maintain a reliable and efficient computing environment for all users of the KSU network, Information Technology (IT) has developed standards for hardware. The purposes of these standards are to:

- Optimize the support that IT provides.

- Manage the cost of purchasing, replacing, and supporting technology at KSU.

- Improve service via automatic deployment of software.

- Ensure that there is network compatibility for security and upgrades.

Due to hardware standards, only certain computer models issued to faculty and staff are supported. The following computer models are fully supported by IT:

Desktops: Dell OptiPlex Models 7010 and above.

Laptops: Dell Latitude E 7440 series and above.

All KSU computers must meet the hardware standards at the time they are purchased; otherwise, the purchase request will be denied.

MULTIPLE COMPUTERS:

Full-time KSU faculty and staff members will be provide one computer (laptop or desktop) for work use. If more than one device is needed, an employee must obtain written approval from the appropriate department director or unit lead. Even if written approval is obtained, additional devices will only be provided if funds are available in the budget.

WHEN AN EMPLOYEE LEAVES KSU:

Computers are the property of KSU. If a faculty or staff member leaves KSU, the computer assigned to him or her must be returned to IT or HR on or before the last day of employment. IT will reset the device, update the inventory, and reassign the device if the position is to be replaced by another person.

ENFORCEMENT:

Violation of this policy may result in disciplinary action including, but not limited to, termination, loss of data access privileges, administrative sanctions, and personal civil and criminal liability.

Any employee or student who interferes with, or refuses to cooperate in, the investigation of a violation of this policy may be subject to disciplinary action including, but not limited to, termination, loss of data access privileges, administrative sanctions, and personal civil and criminal liability.

RELATED POLICIES:

Appropriate Use of Technology Policy