

# Computer Hardware Usage Policy

## **Purpose**

The purpose for this policy is to establish university hardware standards and to identify the levels of technical support available to the University community by the Information Technology Department. This policy also defines the boundaries for the “acceptable use” of the university’s electronic resources, including hardware devices and network systems.

## **Principle**

Hardware devices and network systems purchased and provided by the university are to be used only for creating, researching and processing business-related or education-related materials. By using the university’s hardware and network systems users assume personal responsibility for their appropriate use and agree to comply with this policy and other applicable university policies. All hardware devices and network systems are to be used ethically, lawfully and appropriately at all times.

## **Hardware Acquisitions Procedure**

A description of the specific computer equipment and peripherals, including descriptions of hardware, software, networks and communication tools, needed for the coming year should be included in each department’s expenditure budget request form, under Equipment section, object code 5090.

The Business Office will conduct a preliminary needs study and evaluate the impact on the overall institution’s expenditure budget.

The preliminary approved equipment list will be forwarded to Information Technology for a feasibility study. This feasibility study includes:

- Cost estimation
- Network connectivity
- Network infrastructure impact
- Resources needed for future support
- A recommendation will be submitted to the President’s Council for the final approval.

## **Hardware Purchasing Procedure**

All purchasing of university computer hardware devices shall be centralized with the Information Technology Department to ensure that all equipment conforms to institution hardware standards and is purchased at the best possible price. All requests for administrative computing hardware devices must be submitted to the Business Office for approval. The request must then be sent to the Information Technology department, which will then determine standard hardware that best accommodates the desired request.

## **Hardware standards**

The following list shows the standard hardware configuration for the university computers (excluding test computers) that are fully supported by the Information Technology Department:

One of the following desktop computers will be provided to employees who work primarily from within an office.

- 1.8GHz Intel Pentium 4 Processor
- 512MB DDR RAM
- Video port with 32MB DVMT technology
- 20GB IDE hard drive single Fat32 partition
- 48x or faster speed CD-ROM drive
- 10/100/1000 PCI Ethernet card
- 4 USB ports
- Sound card
- Standard 102-key English keyboard
- Surge suppressor

Or

- 1.0GHz Intel Pentium 4 Processor
- 512MB DDR RAM
- Video port with 4MB
- 20GB IDE hard drive single Fat32 partition
- 40x or faster speed CD-ROM drive
- 10/100 PCI Ethernet card
- 2 USB ports
- Sound card
- Standard 102-key English keyboard
- Surge suppressor

Or

- 600MHz Intel Pentium III Processor
- 128MB SDRAM
- Video card with 4 MB RAM
- 1.44 M 3 ½" floppy drive
- 10GB IDE hard drive single Fat32 partition
- 40x or faster speed CD-ROM drive
- 10/100 PCI Ethernet card
- 2 USB ports
- Sound card
- Standard 102-key English keyboard
- Surge suppressor

Laptop computers will only be provided to employees who obtain approval from the Vice-President.

- 1GHz Intel Pentium III Processor
- 256-MB SDRAM
- Video card with 8 MB RAM
- 1.44 M 3 ½" floppy drive

20GB IDE hard drive single Fat32 partition  
40x or faster speed CD-ROM Drive

Or

450-MHz Intel Pentium III Processor  
128-MB SDRAM  
Video card with 4 MB RAM  
1.44 M 3 ½" floppy drive  
6-GB IDE hard drive single Fat32 partition  
40x or faster speed CD-ROM Drive

Monitors will be provided for both desktop and laptop systems.

17-inch or 19-inch monitor, depending on job requirements.

Printers - Faculty and staff will be given access to appropriate network laser printers or be given a local printer.

Faculty and staff needing computer hardware other than what is stated above must request such hardware from the department chairperson.

### **Asset Administration**

No alterations, upgrades or modifications should be made to hardware and software purchased by the institution and provided to the employee, unless approved in writing by the IT department. The University retains ownership of all hardware and software provided to the employee. The employee should ensure the hardware devices and software programs provided by the organization are protected from theft and physical damage using reasonable precautions.

### **Restitution**

Should an employee fail to return organization-provided equipment and software upon termination or at the request of the IT department, the employee shall pay the organization the current market replacement value as determined by the university. This amount shall be garnished from any remaining paychecks, reimbursement and expense checks, bonus payments, or other legal means necessary.

### **Outside equipment**

No outside equipment may be plugged into the university's network without the Information Technology Department's consent.