# DOMINICAN UNIVERSITY
## Information Technology

| General Information | |
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| **Title** <br> Faculty and Staff Primary Device Purchase and Decommissioning | **Category** <br> Information Technology |

| **Responsible Department** <br> Information Technology | **Responsible Officer** <br> Chief Information Officer | **Effective Date** <br> July 01, 2023 |
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## I. General Scope

The following categories of the University community should be familiar with this policy:

- ☑ **Entire University Community**
- ☐ Presidential Cabinet
- ☐ Dean's Team
- ☐ Full-time Staff
- ☐ Part-time Staff
- ☐ Full-time Faculty
- ☐ Part-time Faculty
- ☐ Student Employees
- ☐ Students
- ☐ Contractors

## II. Scope Details

N/A

## III. Policy Summary

This policy defines the process for purchasing and decommissioning Dominican University technology equipment and endpoint computing devices.

## IV. Policy History

N/A

## V. Policy

Primary Faculty and Staff Devices:
In order to support a mobile campus community, Dominican University will assign a PC/Windows laptop to all staff and full-time faculty positions at time of hire. Additionally, primary device deployments will also include the following accessories: a monitor, docking station, headphones, keyboard, and mouse. Primary devices and all accessories are the property of Dominican University and the employee is responsible for their health and welfare. Upon termination from the university, the primary device and all accessories must be returned to Information Technology (IT).

Each summer, working in consultation with key university stakeholders (Academic Technology and Facilities committee and Staff Council), IT will publish a list of approved computing devices for conducting university business on its website.

Every five (5) years, staff and full-time faculty will be considered for the assignment of a replacement primary work device. The device replacement process is managed by IT and will be scheduled with applicable individuals throughout the replacement fiscal year. Data transfer from an existing primary device that is being returned will be performed by IT prior to the equipment exchange. Departments/colleges, on behalf of the employee, may request the following exceptions: a desktop device, a primary device for categories of employees outside those listed above (ex: part-time faculty, contractors, etc.), a more frequent replacement, devices with increased performance capabilities beyond the university standard, or devices with different operating systems (ex: Macs). Requests for these exceptions must be initiated through IT. If it is determined by IT that the request falls outside the standard operating needs of the given role, the department/college will be financially responsible for any additional costs.

Departments/colleges are not to purchase any computing devices (i.e. – computers, tablets, mobile devices, printers, accessories) without the documented consent of IT.

Standard Accessories:
In addition to a primary work device, each staff and full-time faculty employee of Dominican University will be considered for a landline telephone and network printing access. If approved for a desktop computer, the following accessories will be provided: a single monitor, headset, mouse, keyboard, and webcam. Primary work device related accessories (i.e. -monitor, docking station, headset, mouse, and keyboard) will be replaced every five (5) years at the time of primary device replacement.

Secondary Faculty and Staff Devices:
Additional devices, such as tablets and scanners, can be provided to employees but the requesting department will be financially responsible for purchase, maintenance, and replacement costs. Requests to purchase such devices must be initiated through IT.

Security Updates, Anti-Malware, and Device Management:
All devices purchased with university funds must be kept up to date with all operating system and software updates and patches and must have anti-virus/anti-malware software installed and enabled. All devices purchased with university funds must bind to Active Directory (AD) using valid/authorized accounts and be enrolled in centralized device management systems as applicable.

Software:
Each university-owned device comes with a standard image and software package. A list of software available in the university image is available on the IT website. Requests for non-standard software for individual or departmental use must be initiated through IT for security, compatibility, and substitution review. Non-standard software expenses (licensing purchase, support, and maintenance) will be the financial responsibility of the requesting department.

Device Maintenance and Repair:
All devices purchased with university funds must be covered by a manufacturer's warranty. If damage occurs to the devices, the employee must bring the equipment to the IT Support Center for assessment. Damages will be repaired if the equipment is still under warranty, which may require shipment to the manufacturer. If damage is beyond repair, the device will be replaced only if covered by a warranty. If damage is not covered by the warranty or the equipment/components are lost, a new device or the necessary parts must be purchased by the employees' respective department.

Upgraded/Non-Standard Accessories:
Upgraded/non-standard accessories (i.e. – additional monitors, specialty keyboards, etc.) can be provided to employees but are the financial responsibility of the requesting department. Requests to purchase such devices must be initiated through IT.

Device Buy Back Option:
Employees who voluntarily terminate from Dominican University have the option to purchase their primary or secondary devices at fair market value. This value is determined by IT and is provided to interested individuals. Approval of requests for device buy back will be determined based on each device's redeployment needs. If the purchase request is approved, all Dominican licensed software must be removed, and the employee must complete the Equipment Sales Agreement. Further, the device will be reset to factory default settings prior to sale to the employee.

Decommissioning Devices and Accessories:
All devices and accessories that have met their end of service life must be surrendered to IT for proper disposal.

## VI.  Procedures

To request exceptions to the above policy, please complete the following forms:

- [Request for non-standard primary device.](#)
- [Request for additional devices or non-standard accessories.](#)
- [Request for non-standard software.](#)

## VII.  Division Collaborations

N/A

## VIII.  Contact Information

Information Technology
supportcenter@dom.edu
(708) 524-6888

## IX.  Appendices

N/A