

## **Piedmont Virginia Community College Computer Replacement Policy**

The highest priority of the Office of Information Technology is to provide adequate computers and technologies for instructional purposes at Piedmont Virginia Community College.

This document describes the guidelines for replacing laptop and desktop computers purchased with state funds at Piedmont Virginia Community College. Computers purchased through external funds will be replaced on a case-by-case basis and will follow the terms and conditions of their source of funds.

PC laptop and desktop computers will be replaced:

- a) on an ongoing basis where a baseline of a minimal configuration will be defined, and
- b) as needed when computing requirements change or when repair is not feasible.

Each replacement will take place when agreed by the user and the *Office of Information Technology*. As a guideline, all users will continue to use their computers until such time as they are replaced according to the replacement policy.

### **I. Planned Yearly Replacement**

Each financial year, based on the allocated budget, IT will provide the newest PC hardware configuration for instructional purposes (classrooms and labs) based on program demand. *IT will also define a minimal PC hardware configuration **yearly** for faculty **and** staff. All college computers will have operating systems not older than one version behind the newest release from the vendor.* [...]Computers with the least specifications will be replaced with better computers decommissioned out of instructional spaces. In most cases, these computers will be replaced over the course of the year. The user will be notified at least two weeks in advance by IT; no IT ticket submittal is necessary.

When the replacement cycle *and availability* allow, all faculty/staff will have the option of selecting as their primary computer one of the following:

- a) desktop
- b) portable computer
- c) portable computer package that includes computer, docking station and peripherals as needed

### **II. Ongoing Replacement as Needed**

Ongoing replacement might occur in the following situations:

- The user's computing requirements change, e.g. new applications to run on the computer that require additional computing and storage capacity, change of job function, etc.
- Hardware component breakdown and repair is not feasible
- The computer is out of warranty.

### **III. New Employees**

A new employee will take over the computer of the person previously in the position, assuming that the computer is still available and satisfies the minimal hardware configuration for that job role and that the new employee is filling a vacancy in an existing position. Should that computer not be available or the employee is filling a newly created position, the employee may receive a new computer..

### **IV. Process for Requesting Replacement**

If computer replacement is required outside of the regular replacement schedule as defined in the "Planned Yearly Replacement" section above, the division dean or department head must submit a written request with a rationale to the Chief Information Officer.

[Note: By the end of FY06-07, all faculty and staff PC desktop and laptop computers should have at least 1.5GHz processors with 256 MB of RAM.]