WASHINGTON STATE UNIVERSITY TRI-CITIES PRIMARY OFFICE, CLASSROOM AND LAB COMPUTER REPLACEMENT POLICY

POLICY:

All primary office computers for WSU Tri-Cities full time employees, classroom computers and computer labs will be purchased and serviced by WSU Tri-Cities Information Technology (WSUTC-IT) and placed on a 6-year replacement plan as enforced by [BBPM 70.24](). WSUTC-IT will have standard computer configurations that employees may choose from. If a WSU Tri-Cities employee requests a computer that costs more than the standard configuration, that employees department will be required to pay the difference with the approval of the department Director.

Any additional computers, above the employee's primary office computer, must be funded through the employee's department. While these computing devices will not be included in the 6-year replacement plan, they must be purchased (see WSU Tri-Cities policy on Technology Purchases), managed and serviced by WSUTC-IT.

This policy does not cover the purchase of primary office computers that are funded through grants nor hourly employees' computers. While these computing devices will not be included in the 6-year replacement plan, they must be purchased (see WSU Tri-Cities policy on Technology Purchases), managed and serviced by WSUTC-IT. WSUTC-IT will manage and control admin rights to all WSU computers located on the WSU Tri-Cities campus as well as those computers used by WSU Tri-Cities employees.

Additional computers that fall under this policy

- All teaching computer labs
- All classroom and conference room computers
- General computers located in the CIC learning commons, East commons, and Floyd atrium

Computers will be replaced on a rotating cycle established by WSUTC-IT based on available funding.

BUDGET:

WSU Tri-Cities will establish an annual budget exclusively for the purchase of computers covered by this policy. This budget will be managed by the Director of Information Technology.

PURPOSE:

- To ensure a standard baseline for all WSU Tri-Cities employees primary computing devices and ensure all computing hardware will contain Enterprise qualities and features.
- To ensure that the primary computer for each WSU Tri-Cities employee as well as computer labs and classrooms are replaced on a set 6-year schedule.
- To ensure Hardware and Software platforms are supported for the lifetime of the computing device.
- To ensure computers are not stored until they are obsolete
  - WSUTC-IT will be able to repurpose computers as needed throughout WSU Tri-Cities
- Ensure that primary office and lab computers on campus are serviced appropriately.
- To ensure efficient and accurate inventory tracking as outlined in BBPM 20.50.
- All primary computer replacement purchases will be done by the WSU Tri-Cities Information Technology department to ensure system compatibility, network connectivity and data security.
- All computing devices that are being replaced will be disposed as outlined in BBPM 20.76

Timeline:

Process	Stakeholder	Review Date
Originator Submission	Aaron Brumbaugh	August 4, 2020
First Review	Cabinet	November 16, 2020
First Review	Leadership Council	November 18, 2020
Public Comment	Campus Community	December 18 – January 18
Second Review and Approval	Leadership Council	January 29, 2021
Second Review and Approval	Cabinet	February 1, 2021
System Approval	Attorney General	April 14, 2021
Policy Finalization		May 18, 2021
30-Day Review		June 18, 2021
60-Day Review		July 18, 2021
90-Day Review		August 18, 2021
3-Year Review		August 2024

APPENDIX

PROCEDURES:

WSUTC-IT will follow a set schedule of primary office computer replacements each year based on the age of the computers.

- WSU Tri-Cities employees scheduled to receive new computers will be contacted no later than the first business day of May by WSUTC-IT to discuss their new computer needs.
- Dependent on the user needs a laptop or desktop computer will then be ordered no later than the first business day of July to ensure they are delivered, setup and distributed before the Fall semester begins each year.
  - If a primary office computer fails during the 6 years it is in use, WSUTC-IT will repair or replace it at no cost to the individual department if the failure is related to defective hardware or software issue. If the failure is not due to defective hardware or software issue, then WSUTC-IT will determine if WSUTC-IT or the individuals department will need to fund the replacement.
  - Computers that are determined to have failed due to misuse (either Hardware or Software) will need to be repaired or replaced by the employee's department.
- Classroom and lab computers will be replaced July/August of each year based on their replacement schedule.
  - One lab will be replaced each year with the 5th year allocated to replace the classroom computers.

RELATED POLICIES AND DOCUMENTS:

Standard office computing configurations can be found at https://tricities.wsu.edu/IT/Config.

Standard office computing configurations as well as the standard baseline will be evaluated every 6 months and may additionally be updated to align with advances in technical hardware and software.