NNU Computer Purchasing Policy

Approved by the NNU Academic Resources Council
April 2005
Revised by the NNU Technology Advisory Group

- December 2011
- January 2012
- November 2013
I. **STANDARD COMPUTER PURCHASES**

A. Information Technology will annually identify NNU standard desktop and laptop computers based on the following criteria:

1. Four year projection of software needs
2. Vendor service
3. Flexibility for campus needs
4. Warranty
5. Pricing and available university funds

B. All computer and printer purchases on campus must be made by Information Technology. Computers and printers connected to the Network will only be approved from recommended vendors.

C. All donated computers and printers must be approved by the Office of Information Technology before they can be connected to the network. Only devices from recommended vendors will be approved. Also, the Office of University Advancement should be notified so proper donation information can be recorded for tax purposes.

1. Departments wishing to attach non-standard computers to the network must seek the approval of the Director of Information Technology. Authorization for non-standard computers will only be granted in instances where standard university computers are not capable of supporting the departmental needs. If approved:

   a) They will only be granted network access equal to student dorm access. (Internet access only.)

   b) They will not be able to use the application launcher.

   c) Those departments will be responsible for their own Operating System, installation of software, patches and virus prevention. They will also be responsible for their repairs and computer replacement in successive years.
Every permanent employee of NNU (with a few exceptions) will need access to a dedicated computer to fulfill their job responsibilities. Newer computers will generally be assigned to full-time employees; Part-time employees may be able to adequately perform their job with a slightly older computer. This will be decided by the Director of Technology & Media Resources at the time a request is received.

All computer and peripheral purchases are contingent upon budget restrictions in place at the time a request is received.

1. New employees in a new position, or those employees who use a computer that is due for replacement on the computer rotation, will have a choice of desktop or laptop PC. Under some circumstances, where it can be demonstrated that it is absolutely necessary, a Macintosh laptop or desktop may be substituted. This choice will be regulated by the available University funds as well as the type of work in which the employees is engaged (i.e. a program or feature necessary to the performance of someone's job description will only run on a Macintosh, etc.). Priority will be set based on the specific needs of the position and each sector VP will need to approve the substitute if one is made. The Office of Information Technology budget will be used to purchase the all required computers.

2. When an employee leaves NNU, the computer, monitor, keyboard and other standard accessories used will be returned to the TMR so the computer can be reconditioned for the next employee or evaluated for the recycle program.

If or when an employee is hired for the vacated position, the TMR will deploy a computer as specified in this policy.

   a) Desktop computers and Laptop computers

      Every full-time employee shall be provided one desktop computer OR one laptop, not more than three years old, and capable of running the standard software of the campus, as needed by their job. Each computer will be provided with a standard set of accessories as listed in Section VII of this policy.

   b) University-owned Tablets / E-Readers (i.e., Tablet computers, iPads).

      Tablet computers will be made available in the TMR for check-out on a short-term basis.

         a. IT will help with wireless access for university-owned mobile devices.

         b. The university will not supply tablet computers as a substitute for, or in addition to, laptops or desktops.
3. Mobile devices owned by an employee are the sole responsibility of the employee. Applications purchased on a personal device are the sole responsibility of the employee.

4. This policy does not include phones and smart phones. See the NNU Mobile Device Policy for additional information, located at http://www.nnu.edu/offices/it/campus-policies-for-information-technology/.

STUDENT EMPLOYEES OR TEMPORARY EMPLOYEES

Computers designated for student workers or temporary employees may be more than three years old. They will be capable of using the standard campus software and email.

When a temporary employee or TA is no longer employed by a department, the work station used by that person will be picked up by the TMR and reconditioned for the next user or evaluated for the recycle program.

PUBLIC STUDENT COMPUTERS

A. The definition of public student computers is that of computers that can be used by students from any department and are not restricted for use by any particular department. Some of these labs may be scheduled for instructional use through the registrar’s office and shall be available to all departments. When not scheduled for classroom instruction, there must be times when students can freely gain access to them. This includes all computers in common campus areas.

1. Public student computers (with the exception of kiosks) shall be no more than five years old and shall be fully capable of operating all standard software and network software.

2. Kiosk computers will be no more than six years old and capable of accessing the Internet and webmail only. These computers are for short time use, 30 minutes only.

3. Remote campus locations may have computer labs or portable laptop labs. The initial cost of these labs will come from the remote campus budget. Subsequent maintenance of these labs will be part of this policy as a public computer lab.

4. A budget allocation to replace 20% of public student computers each fiscal year should be allocated to IT for the purchase of these computers.
**DEPARTMENTAL STUDENT COMPUTERS AND LABS**

A. Departmental student computers are defined as computers purchased with department funds that are primarily accessible only to select students (i.e. students from those majors).

1. Departments wishing to establish a departmental lab must submit a plan in writing to the Technology Advisory Group, including details of support, maintenance and future upgrades to the lab. If approved, the equipment may then be purchased.
   a. Donated equipment must meet the requirements in Section I, paragraph 3.
   b. Purchased computer lab equipment will be the responsibility of the department setting up the lab.

2. Information Technology will support the following for these labs:
   a. Standard campus image for the lab computers.
   b. Standard software on these computers IF the standard image is used and IF the computers are no more than five years old.
   c. Network connectivity and network support.

3. Information Technology will not support standard applications on non-standard-image computers, or non-standard applications on any computer.

4. Replacement and repairs of departmental lab computer equipment will be the responsibility of the department that sets up the lab.

**TEACHING STATIONS**

Computers and data projectors will be maintained in rooms designated by the University, based upon funding availability.

Requests for additional classroom equipment should be submitted for approval to the Office of Academic Affairs and the Office of Financial Affairs.

Orders for the additional equipment should be made no later than the Spring Semester for the following fall semester. Requirements for ordering additional room equipment:

1. Classrooms with capacity greater than 30 students - Desktop computers will be provided for these classrooms that are not more than five years old.
2. Classrooms with capacity of 30 students or less - Desktop computers will be provided for these classrooms that are not more than five years old.
3. Conference room computers - Desktop computers that are not more than five years old will be provided for designated conference rooms if needed.
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SPECIAL PURPOSE COMPUTERS

A. Special Purpose Computers are computers that do not fit within the standard categories of employee or student. Examples of this would be a cash register computer in the bookstore; a media computer in the TMR, PC’s designed to test software in Information Technology offices; a testing computer in Academic Advising; or the media station in Brandt.

B. Special purpose computers must be approved by the sector vice president and purchased by the Department of Information Technology.

C. Information Technology will support the standard software on these computers IF the standard image is used and IF the computers are not more than five years old.

D. Information Technology will handle all repairs that are covered under warranty. IT will also offer free labor for repairs on computers up to five years old.

E. Information Technology will not support standard applications on non-standard-image computers, nor any non-standard applications.

COMPUTER ACCESSORIES

A. All desktop computers will include a standard monitor, keyboard, and mouse.

B. Additional accessories deemed necessary for the performance of an employee’s job require supervisor approval and approval by the sector vice president. If approved, all items are ordered through the Department of Information Technology.

1. When approved, IT will purchase the accessories, according to available funds.

2. If ordered, IT will help to install and support accessories.

3. Occasionally, personally-owned accessories may be used on campus. These should be appropriately labeled by the owner and will not be replaced or warrantied by IT, but IT may assist with installing them.

4. Ergonomic accessories will need to be approved through an approval process with the Human Resources Office and the employee’s supervisor as being necessary for the comfort of an employee.
The Information Technology department will maintain a campus printing fleet as is necessary for the printing needs of the campus. The standard printers will be centrally located multifunction printers. When necessary, desktop laser printers may be used for specialty purposes, such as printing envelopes and labels. Special printers must be approved by the sector VP and installed and maintained by the Department of Information Technology. Additional information on campus printing and copying may be obtained by reading the NNU Printer and PDA Policy located on the web, http://www.nnu.edu/offices/it/campus-policies-for-information-technology/.