

NNU Computer Purchasing Policy

- I. Standard computer purchases
 - a. Information services will annually identify standard Desktop computers and laptops based on the following criteria.
 - i. Four year projection of software needs
 - ii. Vendor service
 - iii. Flexibility for campus needs
 - iv. Warranty
 - v. Price
 - b. All computer and printer purchases on campus must be approved by Information Services. Computers and printers connected to the Network will only be approved from recommended vendors.
 - c. All computers and printers donated to campus must be approved by Information Services before they can be connected to the network. Only devices from recommended vendors will be approved.
 - d. A computer user must not attempt to modify or remove computer equipment, software, or peripherals that are owned by Northwest Nazarene University without proper authorization. If a modification creates a problem on that computer or the network, Information Services will charge the user or department for the cost and time required to fix the problem. An example of this would be connecting a video device to a campus computer before this change has been approved.
 - e. Departments wishing to attach non-standard computers to the network must seek the approval of Information Services
 - i. They will only be granted network access equal to student dorm access. They will not be able to use the application launcher.
 - ii. 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. Authorization will only be granted in instances where the standard PC's are not capable of supporting the departmental needs.
 - iii. Computer donations must be approved by Information Services.
 - f. Laptop Support.
 - i. If 15 employees purchase the same standard laptop and those employees wish to have IS manage their laptops, IS will purchase a similar laptop, create a standard image and treat those laptops as we do desktops. We will support the standard institutional software, but items that individuals add and their data will be their own responsibility. We will manage and support those laptops for 3 years.
 - ii. If less than 15 employees purchase a single standard model, there will be very limited software support, but IS will continue to support the hardware on these standard laptops for 3 years.
- II. Full-time Employees
 - a. PC's
 - i. Every full-time faculty shall be provided a personal desktop computer that is not more than 4 years old and is capable of running all of the standard software of the campus.

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- ii. Other full-time employees spending more than half of their time in a single office shall be provided a personal desktop computer that is not more than 4 years old and is capable of running all of the standard software of the campus.
 - iii. New positions.
 - 1. It will be the responsibility of the department to provide funding for the purchase of a new computer for all new full-time positions.
 - 2. Information Services budget shall be adjusted accordingly in the following fiscal year to pay for the eventual replacement of this computer.
 - b. Macintosh Computers
 - i. Full-time faculty whose primary teaching responsibility is in the graphic arts department may choose to substitute a MAC desktop that is not more than 4 years old and of equal value to the standard desktop computer of that year.
 - ii. Macintosh computers for any other employees must be the sole responsibility of the department. This includes installation and support.
 - c. Laptops. Full-time employees whose job justifies the replacement of their desktop with a STANDARD laptop may do so under the following provisions:
 - i. Their supervisor must approve the need in writing.
 - ii. The request must be made by May 15th in order to have financial assistance from IS on a July purchase.
 - iii. IS will pay the amount reserved for a desktop and the department will be responsible for the remaining amount and all accessory devices (i.e. port replicator, external keyboard).
 - iv. When the time has come to replace the laptop, the department will notify IS by May 15th and IS will pay the amount reserved for a desktop and the department will pay the remainder. The department will be entitled to the proceeds of the 2nd hand laptop if it can be sold.
 - d. PDA's. The purchase, installation, and support of PDAs are the sole responsibility of the department.
 - i. IS will help to install wireless access for departments who are paying for that service on PDAs that are compatible with our system.
- III. Part-time employees and student assistants.
 - a. If an employee has two part-time positions whose cumulative assignments are equal to full-time employment, AND that employee performs both positions with a single computer, that employee will be considered full-time regarding this policy. It will be the department chairs' responsibility to inform Information Services of this arrangement.
 - b. Employees with two part-time positions who use two or more computers will be considered part-time.
 - c. Part-time regular employees will be provided a computer not older than five years, and capable of running the current version of Microsoft Office and GroupWise.
 - d. New part-time positions. It will be the department's responsibility to purchase a used computer from Information Services (not older than 5 years) This initial purchase will be approximately \$350. The following year, no additional funds are necessary.
 - e. Departments needing to operate a computer with capabilities beyond Microsoft Office and GroupWise must pay the current price of a new computer, and there must be a permanent budget transfer the following fiscal year to support replacement and maintenance.

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- IV. 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.
 - b. Public student computers (with the exception of Kiosks) shall be no more than 4 years old and shall be fully capable of operating software launched from the Novell Application Launcher.
 - c. Kiosk computers will be 5 years old and able to browse the Internet and webmail only. They will not be connected to a printer. These computers are for short time periods only.
 - d. A budget to replace 25% of public student computers each summer.
- V. Departmental Student Computers (labs).
 - a. Departmental student computers are defined as computers purchased with department funds and primarily accessible only to select students (i.e. students from those majors).
 - b. The cost of computers purchased in this category is the responsibility of the department.
 - c. Information Services WILL support the standard software on these computers IF the standard image is used and IF the computers are not more than 4 years old.
 - d. Information Services WILL handle all repairs that are covered under warranty. IS will also offer free labor for repairs on computers up to five years old, but will not pay for the parts.
 - e. Information Services will not support standard applications on non-standard-image computers, or any non-standard application.
- VI. Teaching Stations: Computers and data projectors in rooms designated by the Instructional Resource Council (IRC) based on funding availability.
 - a. Classrooms with capacity greater than 30 students.
 - i. Desktops computers will be provided for these classrooms that are not more than two years old.
 - b. Classrooms with capacity of 30 students or less.
 - i. Desktop computers will be provided for these classrooms that are not more than four years old.
 - c. The IRC will designate whether the Desktop Computer will be a PC or a Macintosh
- VII. Special Purpose Computers.
 - a. Special Computers are computers that do not fit within the standard categories of employee or student. Examples of this would be: Cash register computer or media computer in Media Services, PC's designed to test software in Information Services, secondary computers for individuals needing two computers, Scantron computer, Media Computer in Brandt, buildings off of the main campus, and areas like conference rooms and suites.
 - b. Special purpose computers must be purchased by the department.
 - c. If the department would like IS to take care of it in the normal 4 year rotation, the department must make a permanent budget transfer in the following fiscal year after the purchase.
 - d. Information Services will support the standard software on these computers IF the standard image is used and IF the computers are not more than 4 years old.

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- e. Information Services will handle all repairs that are covered under warranty. IS will also offer free labor for repairs on computers up to five years old, but will not pay for the parts.
- f. Information Services will not support standard applications on non-standard-image computers, or any non-standard application.

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