

IT Resource Replacement Policy – updated 3/24/2006

The Computer Replacement Policy will serve as guidelines to determine what programs and individual faculty and/or staff members will receive new and trickle-down computers. This policy will be used by the Campus Leadership Team (CLT) in its decision-making process related to the expenditure of end-of-the-year equipment funds. When possible, the policy will be used by administrators in consultation with division chairs during situations requiring timely expenditures and when the CLT is not active (summer months).

1. Computer Lab Replacement Policy

1.1. Definition of a Lab

1.1.1. To be considered a computer lab, the lab must contain at least ten (10) computers that are primarily used by students.

1.1.2. A facility with less than ten computers will not be considered a lab. Replacement for such a facility will follow the individual computer replacement policy below.

1.2. Replacement criteria and priority for computer labs

1.2.1. Highest Priority for Replacement

1.2.1.1. Computers are no longer able to meet demands of the industry the program serves.

1.2.1.2. Computers are no longer able to provide essential campus services, for example, placement testing at the College Skills Center.

1.2.2. Next Highest Priorities for Replacement

1.2.2.1. Computers that are out of warranty and costly to repair. Priority will be given to labs that serve the largest number of departments, students, and faculty.

1.2.2.2. Computers that place limitations on teaching curriculum are a lower priority for replacement.

2. Individual Computer Replacement Policy

2.1. Replacement criteria and priority for individual computers

2.1.1. A computer designated as providing ADA access for students with disabilities that cannot provide that access will be considered the highest priority for replacement.

2.1.2. A computer not meeting Information Technology Center (ITC) minimum recommendations for hardware for “Donated/Hand-Me-Down Computers” is the next highest priority for replacement. (See these guidelines at <http://honolulu.hawaii.edu/itc/recommend/acchardware.html>.)

2.1.3. A computer that does not quite meet the ITC minimum hardware recommendations for hand-me-down computers but is capable of running ITC recommended software is the next highest priority for replacement.

2.2. Policies regarding individual computers

2.2.1. The Deans, Directors, and Division Chairs will be responsible for maintaining lists of people who qualify for computer replacement. Highest priority will be given to the lists maintained by the Division Chairs.

- 2.2.2. Once the Deans, Directors, and Division Chairs have made their decisions, they will provide Technical Desktop Support (TDS) with the names of people who will be getting new or hand-me-down computers. TDS will schedule setup and installation for these machines when they become available.
- 2.3. Hand-me-down computers
 - 2.3.1. The policy for setting priorities for receiving a hand-me-down computer is the same as for an individual computer.
 - 2.3.2. Computers will be handed-down within a division as long as there is a need in that division. If there is no need for replacement within the division, the computers will be made available to those outside the division.
- 2.4. Non-instructional computer replacement
 - 2.4.1. The policy regarding non-instructional desktop computers is the same as for individual computers.