Office of the
Associate Provost for Information Resources

Reassigned Technology Equipment Policy

I.   Introduction

        <u>All technology equipment purchased by the College is owned by the College</u>.   Technology purchased by the Research Foundation is owned by the Research Foundation. Technology equipment is provided to a faculty or staff member only while he/she is employed by the College.

        When technology equipment is replaced or reassigned, the equipment in question must be returned to Campus Technology Services. The equipment cannot be passed from one user to the next without being formally reassigned.

        Campus Technology Services will evaluate returned technology equipment to determine its remaining life and appropriateness for reassignment.   Technology equipment that does not meet reassignment standards will be disposed of in compliance with the Technology Disposal Policy.

        Technology equipment that is deemed appropriate for reassignment may be reassigned (also known as trickle down) to an individual within the department that funded the original purchase.   However, the technology equipment must first be returned to Campus Technology Services in order for the hard-drive to be wiped and re-formatted.

        When a faculty or staff member changes departments, his/her technology should remain in the former department unless the two department heads have negotiated that the person will bring their old technology with them to the new department.   If this happens, the former department head must inform Campus Technology Services, and remove departmental sensitive data from the hard drive of the equipment. Campus Technology Services maintains an inventory database of the location of every piece of technology equipment.   It is essential that technology not be moved to a new department without the knowledge of Campus Technology Services.

II.   Previous data on returned technology equipment

        Prior to distribution of the reassigned technology equipment, Campus Technology Services will wipe clean all data including all files and licensed software from the equipment.

        Campus Technology Services is not responsible for any loss of data stored on computer devices that have been returned for reassignment. Departments must make copies of any data to be retained before returning equipment to Campus Technology Services.

III.   Pool of Reassigned Technology Equipment

        a.   Technology equipment that is determined to have remaining life and will not be trickled down to an individual within the department that originally purchased it will be placed in an inventory pool for reassignment elsewhere on campus.

b. Campus Technology Services will re-format the equipment with a clean operating system (appropriate for the processing ability of the equipment) and a standard software image.

c. Technology equipment that is placed into the reassignment pool does not carry a manufacturer's warranty.   Campus Technology Services does not provide any operating guarantee on the reassigned technology equipment.   Additionally, this equipment may or may not appropriately support new or upgraded software applications.

d. Departments that want to upgrade memory, hard drives or other aspects of the reassigned technology equipment will be responsible for the associated costs.   Upgrades may not result in extending the life of reassigned technology equipment.

e. Reassigned technology equipment is older technology that has been heavily used by a previous user.   As equipment ages, it is more likely to have operating problems and failures.   Reassigned technology equipment will be slower than new equipment.   There may be situations in which Campus Technology Services recommends the user purchase a new computer rather than using a reassigned machine.

f. Campus Technology Services has established technology equipment standards that may impact the life of reassigned technology equipment.   When a particular model of equipment reaches a certain age, Campus Technology Services will cease support.   The user must request a newer piece of technology to replace the obsolete or unsupportable equipment.

IV.   Eligibility to receive reassigned technology equipment from the inventory pool

Faculty, staff, adjuncts, assistant coaches, student research assistants and student workers are eligible to receive reassigned technology equipment.

a. Priority is:
    1. Break-Fix/No Machine
    2. Primary Computer – Adjunct/Assistant Coach cluster room
    3. Primary Computer - Adjunct/Assistant Coach
    4. Primary Computer - Staff (part-time)
    5. Primary Computer - Student Research Assistant or Student Worker
    6. Used for Instructional Support
    7. Secondary Computer

Note: The supply and type of technology equipment available for reassignment is limited.   Requests will be filled based on priority and the type of technology equipment available in the reassignment pool.

b. Requests for reassigned equipment will be limited to one request every two years and is dependent on equipment availability.

V.   Process for requesting reassigned equipment

Requests for reassigned technology equipment from the inventory pool will be processed twice each year: Aug 1 – Sept 15 and Dec 15 – Feb 1.

Requests for a reassigned computer are made to Campus Technology Services, by filling out the Requests for Reassigned Equipment via the online hardware/software request system in myreddragon. The request will then be sent to the appropriate Information Resources approvers.

Campus Technology Services will assign each request a priority level, and maintain a list of requests to be processed at the next reassignment processing period.

VI.   Process for technology to be recycled within the department that originally funded it

Departments that originally funded the purchase of technology equipment may want the equipment to be reassigned within their department after they purchase replacement equipment (also known as trickle down).   Requests to trickle down technology within the department that originally funded should be made to Campus Technology Services, by filling out the Requests for Trickle Down Equipment via the online hardware/software request system in myreddragon.   The request will be sent to the appropriate Information Resources approvers.

Campus Technology Services will pick up the equipment in order to conduct an evaluation. Technology equipment that does not meet reassignment standards will be disposed of in compliance with the Technology Disposal Policy.

Technology equipment that is deemed appropriate for reassignment may be trickled down to an individual within the department that funded the original purchase.   However, the technology equipment must first be returned to Campus Technology Services for evaluation and for the hard-drive to be wiped and re-formatted.   Departments wishing to retain any data should copy it and then restore it after the technology has been returned to them.

Rev. 8/01/2017