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Responsible Department: Information Technology

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Permanent or Temporary/Interim Policy: Permanent

Computer Purchasing for Roanoke College

Purpose

This policy seeks to inform the campus community of the schedule and process for the purchase and replacement of faculty and staff workstation computers. It also informs the campus community of the required process to purchase other technology equipment.

Policy

The college provides at least one computer workstation for all applicable faculty/staff and replaces that computer every six (6) years. If desired, an employee may elect to keep their computer for one additional year. Any other deviations from this schedule are permitted only with the prior permission of the relevant vice president (or division head) and the CIO. All College funded computers must be procured by IT. Other College technology such as but not limited to – printers, keyboards, monitors, tablets and docking stations must also be procured by IT. Any technology equipment purchased outside of IT will not be supported and may or may not be compatible with our existing infrastructure and applications.

Administration of Policy

When a workstation is eligible for replacement or a new workstation is needed, an IT staff member will communicate with the individual to ensure understanding of how they use their computer and what type of computer they want: Windows laptop or desktop. Justification and supervisor approval is needed for replacement/purchase of a MAC desktop or laptop. Based on information gathered from this interview, IT will identify the configuration that best meets their needs.

Computer purchasing requests outside the normal replacement cycle and any other technology purchasing request must be submitted through use of the CAP (Computer and Accessory Purchases) workflow. The CAP submission form is found at www.roanoke.edu/cap.

Whenever a new computer is delivered to replace an old computer, IT will collect the device being replaced. As a general rule, every computer must be returned to IT at either (a) the end of the computer's lifespan, or (b) at the end of the employment of the person to whom the computer is

assigned (the device will be erased and freshly prepared for the new hire in the role). If a position is eliminated, the department may elect to:

- Return the eliminated position's workstation to IT
- Reallocate the eliminated position's workstation to another employee, and return that employee's workstation instead

Computers are valuable college resources. Older equipment serves a useful purpose for second-tier functions, such as student or part-time workers. If you have a departmental need for older equipment, please discuss this need with IT.

Employees are expected to exercise responsible care for the computers entrusted to them. In the event of repeated violations of this by an employee (e.g., loss, theft or accidental damage), IT may require the department to fund the workstation's replacement; alternatively, the workstation can be replaced with an older workstation (if one is available that meets the requirements) at no cost.

Workstation:

- Faculty/Staff – by default are issued a standard Windows laptop configuration (laptop, docking station, external monitor, wireless keyboard/mouse).
- Research/Student Station, Public Teaching Labs/Classrooms – by default will be issued a standard Windows desktop

Funding for faculty and staff workstations is as follows:

	New Computer Setup	Replacement
Public/Teaching Labs	IT fully funds	IT will fully fund standard-configuration workstation As necessary, IT will fund upgrades to standard configuration
Individual Workstations Research Workstations Student Workstations	The requesting department/division must provide purchasing funds to IT	IT will fully fund standard-configuration workstation As necessary, IT will fund upgrades to standard configuration For upgrades or request above standard configuration, the requesting department or division must provide purchasing funds

Regardless of funding source, computers are only allowed on the Roanoke wired network if they meet all security requirements, including but not limited to, active vendor security patching and installation of College supported end-point protection software.

Equipment Disposal

All retired technical equipment:

- Will be disposed of in a way that is considerate of the environment as well as the budget.
- All College data will be removed in an approved manner
- College owned devices can only be gifted or sold after authorization from IT. This ensures the following:
 - Security

- Data Protection
- Software licensing agreements

Policy Procedure/Implementation

Use of all College workstations fall under the “Acceptable Use Policy for Roanoke College IT Resources”, including the installation of specialized software.

The CIO shall oversee this policy and review it at least once every two years.