

TABLE of CONTENTS

Section 1: Policy Statement and Purpose	2
Section 2: Procurement of Computing Devices & Software	2
Section 3: Device Provision and Limitations	2
Section 4: Standard Model Devices	4
Section 5: Software Adoption, Procurement, Deployment	4
Section 6: Exceptions	5
Section 7: Enforcement	5

SECTION 1: POLICY STATEMENT AND PURPOSE

This policy outlines the proper methods by which all computing hardware and software are procured by Drury University. The University desires that such purchases be centralized in order that the University might:

- Lower costs of acquisition, deployment, and maintenance through economy of scale and uniformity of products;
- Ensure that all products are necessary, compliant, compatible with other campus systems and hardware, and in keeping with the University's master technology plan.

This policy applies to all computing systems purchases, including, but not limited to:

- | | |
|-----------------------------------|---|
| A. Computers (desktop and laptop) | F. Projection and audio-visual equipment |
| B. Tablets | G. Miscellaneous classroom technology |
| C. Printers | H. Software purchases over \$500 |
| D. Scanners | I. Cell phones (see policy 405.107P: Cell Phones) |
| E. Network equipment | |

This policy applies to all Drury University employees.

SECTION 2: PROCUREMENT AND PURVIEW OF COMPUTING DEVICES & SOFTWARE

- A. Regardless of the funding source (e.g., Technology Services funds, departmental funds, grant funds) all computing devices, related peripherals over \$100 (including but not limited to monitors, printers, external storage devices), and software/software licenses over \$500 must be purchased by Technology Services.
- B. Technology Services will not integrate, maintain, or service any device, peripheral, or software purchased outside of this policy.
- C. Regardless of the provenance of and funding source for computing devices and/or software, the items are the property of the University (except those which are sole property of a grant), are considered part of the larger campus inventory, and are under the purview of Technology Services. Technology Services will determine proper placement, replacement, and retirement of all University computing devices and software based on campus inventory and greatest need.
 1. Example: Administrative Services purchases a computer for a staff member outside the normal device rotation. When it is time for that device to be rotated or retired, or if/when that staff position is vacant, Technology Services will take possession of the computer and determine its future placement or replacement. Due to costs related to software maintenance and licensing, compatibility with other campus equipment and software, related technology man-hours, or perhaps due to greater need elsewhere on the campus, the department is not authorized to keep and continue use of the device.

SECTION 3: DEVICE PROVISION AND LIMITATIONS

- A. Each employee whose job necessitates the use of a computer will be assigned a **single** computing device (e.g., laptop, desktop, tablet) and **access** to a printing device.
 1. Exceptions to the one-device limit will be granted in rare situations in which an employee presents a frequent, persistent need for an additional device (e.g., admissions representatives who require a tablet for college fairs, employees who require VPN access, etc.).

- a. The employee's department will bear the total cost for the additional device(s).
 - 2. Exceptions will be made for devices required by a grant only when the device purchase is funded fully by the grant.
 - 3. Exceptions to the single-device limit must be made via form 405.104F2: Request for Non-Standard Computing Device.
- B. The standard/default device for employees is a PC-style desktop unit (non-Apple) (see Section 4: Standard Model Devices).
- 1. Employees whose jobs **necessitate** the use of functionality beyond the standard model PC (e.g., use of an Apple device, higher processing power, additional storage, etc.) must request an exception to the standard model via form 405.104F2: Request for Non-Standard Computing Device.
 - a. When use of a non-standard device is **necessitated** by the requirements of a position, the cost of the device will be borne by Technology Services.
 - 2. Employees desiring a non-standard model for reasons **not necessitated** by their position must request an exception to policy via form 405.104F2: Request for Non-Standard Computing Device. Approval of such requests is not guaranteed.
 - a. When use of a non-standard device is **not necessitated** by the requirements of a position, the cost difference between the standard model device and the expanded/alternate model device will be borne by the employee's department.
- C. Employees whose jobs **necessitate** regular-to-frequent (more than one time per week) work outside of normal office hours or away from their desk/office may request a mobile device (laptop or tablet) as their single device.
- 1. Except in rare cases, mobile devices will be issued only to exempt personnel.
- D. All requests for computing devices must be made via forms 405.104F1: Request for Computing Device or 405.104F2: Request for Non-Standard Computing Device, submitted to Technology Services.
- 1. When requesting new/replacement personnel, budget managers must select the appropriate hardware choice on form 435.100F1: Requisition for New & Replacement Employee Positions.
 - a. If selecting a standard device, the budget manager must attach form 405.104F1: Request for Standard Computing Device.
 - b. If selecting a non-standard device, the budget manager must justify the selection on form 405.104F2: Request for Non-Standard Computing Device.
 - 2. When requesting an employee upgrade, budget managers must select the appropriate hardware choice on form 435.101F3: Request for Employee Position Upgrade.
 - a. If selecting a non-standard device, the budget managers must justify the selection on form 405.104F2: Request for Non-Standard Computing Device.
- E. Technology Services will bear the cost of standard model computing devices for employees whose jobs necessitate such.
- 1. Devices will be rotated/upgraded on a schedule determined by Technology Services, in consultation with the Chief Information Officer (CIO).
- F. Individual departments will bear the cost of all printing devices, device supplies (toner, paper, etc.), and device repairs.
- 1. Except in rare cases in which privacy of printed materials is a concern (e.g., HIPAA, confidential human resource information, personal payroll information) or an employee's workspace is not conducive to use of a pool printer, no employee will be issued a desktop printing device, but instead will be given access to a shared network printer near their workspace.

- G. The University encourages the use of pool devices (e.g., laptops/tablets shared within a department) for intermittent usage.
 - 1. Purchase of a departmental pool device must be approved by a departmental budget manager and the divisional vice president/executive director.
 - 2. The cost of all departmental pool devices will be borne by the department.
- H. Employees assigned more than one device at the inception of this policy may continue to use that device(s) only until the secondary device(s) is requested to be surrendered to Technology Services (due to costs related to licensing and maintenance).

SECTION 4: STANDARD MODEL DEVICES

- A. Technology Services will select standard device models for employees.
- B. A standard desktop package will include a PC-style desktop CPU, single monitor, keyboard, mouse, speakers, necessary cabling, and standard software package.
- C. A standard mobile package will include a PC-style laptop, basic model case, docking station (with monitor, mouse, and keyboard), necessary cabling, and standard software package.
- D. All costs for additional accessory equipment (e.g., additional monitors, etc.) and software will be borne by the employee's department).

SECTION 5: SOFTWARE ADOPTION, PROCUREMENT, DEPLOYMENT

- A. Considerations to include in the discussion and research of new software include, but are not limited to:
 - 1. Need/benefit to the University
 - 2. Duplication of functionality already present
 - 3. Integration with current systems
 - 4. Cost of initial purchase
 - 5. Cost of license renewal & maintenance
 - 6. Funding source for the initial purchase and ongoing costs
 - 7. Deployment timeframe/schedule
 - 8. Availability of technology staff for deployment, integration, and continued maintenance
 - 9. Cost of man-hours for deployment, integration, and maintenance
- B. Technology Services, and/or Information Systems, and/or the CIO must be included in all discussions, research, and decisions regarding adoption, procurement, and deployment of all software programs/systems/platforms of more than \$500.
 - 1. Software requests may be made via form 405.106F4: Request for Software Purchase submitted to the Technology Services Help Desk (help@drury.edu), which establishes the need for the purchase, the funding source, and approval from the budget manager and supervisor(s) responsible for the funding source. Technology Services will route the request to the appropriate technology staff for review and approval.
 - 2. Software purchases greater than \$5,000 require additional approval from the head of Technology Services and/or Information Systems.
 - 3. Software purchases greater than \$25,000 require additional approval from the head of Technology Services and/or Information Systems, as well as the CIO.

- 4. Software purchases greater than \$100,000 require additional approval from the head of Technology Services and/or Information Systems, the CIO, as well as the Chief Financial Officer.
- C. Should software be purchased at the expense of a department, the department will be responsible for not only the initial cost of the software, but for any and all recurring fees required for operation of the software (e.g., annual maintenance, licensing, updates, upgrades, etc.).
- D. Procurement, cost, and maintenance of software purchases of less than \$500 will be the responsibility of the department requesting the software.

SECTION 6: EXCEPTIONS

- A. Exceptions to this policy should be rare occurrences, allowed at the discretion of the Chief Information Officer. Exceptions must be issued in writing.

SECTION 7: ENFORCEMENT

- A. Violation of this policy may result in disciplinary actions, up to and including termination of the employee.
- B. Employees who incur expenses in violation of this policy will be expected to reimburse the University for the amount of the expense. The amount of any unauthorized expense will be added to the employee's University account. Standard terms of payment will apply.
- C. See policy 405.000P: Standards of Business Conduct for more information.