ROGER WILLIAMS UNIVERSITY
Computer Replacement Policy

Purpose

This policy supports the IT initiative to ensure that computer technology and related equipment are replaced on a designated cycle. Aged technology has much higher operational costs and negatively impacts productivity.

Scope

This policy addresses all staff, faculty, administration, and computer lab inventory across all RWU campuses.

Policy

Computer technology is scheduled for replacement as part of July capital planning on a cycle of no fewer than four years for faculty and no fewer than five years for staff, and computer labs. The annual replacement of computers purchased is dependent on funds allocated by the University.

Any full-time employee with a position that requires a computer will be provided one with our standard configuration.

There is a limit of one computer for each employee who requires one. A computer is defined as a desktop, laptop, or notebook. Upon receiving the new computer, IT shall take the old computer from the employee.

Because these assets are the property of the University and not the department, when an employee vacates a position, and the computer is unassigned, it is brought back to Information Technology for cleaning and possible reuse elsewhere.

Departments that determine they need computer equipment outside of the schedule will need to contact the Information Technology department for specification and purchase.

Computer equipment cannot be reallocated to another person without the knowledge of the Information Technology department.

Computer purchases are University assets and are not intended to be the personal property of a faculty or staff member.

Monitors may not be replaced during this cycle if the asset is in working order. Computers purchased with grant or professional development funds, Work-study computers, and peripherals such as personal desktop printers and external storage devices are not part of any replacement cycle.

Hardware and software purchased without knowledge by Information Technology may not be supported.

Computers that are replaced are entered into a loaner pool and will be used when a newer asset needs to be serviced.

Retired assets will not be sold to any University community member or other organizations.