

## **CEHD Computer Refreshment Policy**

A goal of the College of Education and Human Development (CEHD) is that CEHD employees in core academic units have the computing resources they need to do their jobs effectively. To that end, the Office of Educational Technology (OET) will make resources available, according to the following guidelines:

### **1) Requests for Faculty and Staff**

The Office of Educational Technology will supply faculty and staff in academic units funding to replace or upgrade desktop computers with monitors, laptops, and iPads on a five-year rotating basis. This specifically includes faculty on continuing, benefited appointments and permanent, benefited exempt and non-exempt staff.

At the recommendation of the unit head or their designee, and after a computer assessment by OET, OET will provide an allotment of \$1,100 for a Windows computer, \$1400 for a Macintosh computer, or \$800 for an iPad. The Office of Educational Technology and other Dean's office staff will review the allotment amount each year, based on current equipment costs. Computer purchases that exceed the base allotment (to meet special needs of faculty research, for example) must be justified by the unit head, and, in these cases, there will be an expectation of cost sharing with the unit. Supplemental funds may be used to pay for purchases that exceed the base allotment. Personal funds may not be used to supplement a purchase. Peripheral equipment (e.g., second monitor for a desktop, docking stations, or printers) is outside of the CEHD policy.

Computer refreshment funding is for the purchase of a primary computing device for a faculty member's office on campus. It is not intended to provide a second machine for home use.

The Dean's Office will continue to provide funding to purchase an initial computer setup, desktop and monitor or laptop, for new faculty.

### **2) Requests for Equipment**

Planning for equipment upgrades should be done on an annual basis as part of the regular budget planning process for the unit. The unit head or other unit representative should contact OET at [oet-help@udel.edu](mailto:oet-help@udel.edu) to schedule an assessment to determine the need for individual computer refreshment.

If a computer breaks outside of the warranty period and within the five-year schedule, OET will evaluate if it can be repaired with a less expensive option, such as reinstalling the operating system or purchasing a replacement part. Quotes for replacement parts for the unit to purchase and reinstallation of software will be provided by OET.

If it is unlikely that hardware or software will help, OET will recommend computer replacement and provide a quote for the requesting unit.

Computing devices purchased under the computer refreshment policy must be purchased from a University-approved vendor and include the following warranties: Dell computers (five-year warranty), Microsoft Surface computers (three-year warranty), Macintosh computers (three-year warranty), iPads (three-year warranty). Purchases of iPads must include a protective, reasonably priced cover. Devices without a three-year or longer maintenance agreement cannot be purchased under the policy.

### **3) Other Unit and Laboratory Needs**

Requests for larger scale computing needs, such as instructional laboratories, will be handled as part of the unit's yearly budget planning process.

### **4) Inventory and Cascading of Equipment**

The Office of Educational Technology will maintain accurate records of computing equipment purchases, to assist the Dean's Office and OET in the funding of computing needs and to facilitate any recycling of machines as appropriate. All computing devices purchased within CEHD will have inventory tracking and security software installed.

The Office of Educational Technology will back up data on computing devices replaced as a result of computer refreshment purchases. If still usable, OET will prepare and redeploy these devices within CEHD or prepare them for the requesting unit to send to the University's surplus.