

**College of the Liberal Arts**  
**Information Technology Equipment and Support Guidelines**  
**Effective April 6, 2006**

1. All standing and fixed-term, multi-year faculty will have the exclusive use of **one** computer--a laptop or a desktop (in accordance with University-mandated regulations regarding usage). The College will provide support for that computer. Those who prefer laptops will receive up to two docking stations, at the discretion of the faculty member. Special security measures will be implemented to permit laptop users to connect to the College network from off campus. In this regard, faculty members are responsible for implementing security measures as advised by IT staff. For example, the IT staff sends regular notices on security updates such as Norton AntiVirus and Windows Update procedures.
2. Support for additional equipment acquired as part of start-up or retention packages or purchased with research funds will be approved on a case-by-case basis by the department head and associate dean for administration, or their designates, and reviewed annually.
3. No IT support will be provided for personally-owned equipment or for personally-installed applications (games, entertainment, personal finance, etc.). No personally-owned equipment may be connected to the College networks (i.e., while faculty may still connect to the College and University from a distance for email, web, and so forth, they may not physically connect personally-owned equipment to university wires in Liberal Arts buildings).
4. Insofar as possible, all machines will use a Windows operating system. Requests for other machines will be reviewed by the department head and associate dean for administration in light of specialized needs that cannot otherwise be met. Support for non-Windows systems will be provided on a best-effort basis.
5. All University-owned equipment must be brought to the user's on-campus location for service, repairs, etc.
6. No University-owned equipment may be used by unauthorized users (spouses, children, friends) or in unauthorized ways (illegal downloads, password sharing, etc.).
7. All equipment and software purchases require consultation and consent from the College prior to purchase. The College will distribute a new approval form for department use with both expedited and full review options.
8. All proprietary programming requires consultation and consent from the College prior to development (this includes Web development).
9. No IT support will be provided for equipment over five years old. Once a machine is five years old, the primary user may purchase the decommissioned machine at a fair price determined by University Salvage Operations. For example, the most recent cost for a used Pentium 4, 1.8 GHz w/ 256MB RAM is \$275 (without monitor); for a 17" CRT monitor \$75; and for a 17" flat panel \$150.

To the extent that these guidelines require expenditures (e.g., purchase of laptops), they will be phased in as funds are available.