



ALMA COLLEGE

Personal Computer Lifecycle Policy

Purpose

The Personal Computer Lifecycle policy defines the process and related responsibilities for the management of college owned personal computers. The overall goal of the policy is to ensure the campus community has access to modern secure computing equipment that supports the mission of the College.

Policy

All devices must use the current Information Technology Services (ITS) standard device configuration. This includes an operating system supported by the manufacturer, up-to-date anti-virus software, and configuration controls designed to protect College systems and data.

In-cycle devices are generally eligible for replacement in the first purchasing cycle following their fifth year of service through a campus budget line managed by ITS. In-cycle devices are Windows or macOS desktops, laptops, and thin clients assigned to eligible full-time employees, installed in designated general access computer labs, or used as a classroom podium device.

Employees who require a computer to perform their job may receive only one in-cycle device. These are institutional assets and must be returned to ITS when replaced or when a position is vacated. Devices taken out of service may not be sold to the campus community. ITS is responsible for ensuring devices are also available to assistant coaches, adjunct faculty, and part time employees. Used in-cycle devices will be used for these and similar campus computer needs.

All other personal computer purchases must be made from the ITS approved computer list and funded through department budgets, gifts, grants, or startup funds with the approval of the sector vice president.

ITS will service any college owned system purchased from the approved computer list for the useful life of the device. The cost of accidental or negligent damage, or loss is the responsibility of the employee or their department.