I. **Purpose**

The use of current technology contributes to the effectiveness and efficiency of the University community.

Older technology systems have higher operational and support costs and can negatively impact faculty, staff, and student efficiency and effectiveness. This policy is intended to ensure that older technology is retired and removed from service.

II. **Applicability**

This policy applies to the replacement lifecycle of Wilkes-owned technology-related hardware resources with a purchase value of $500 or more. These resources include but are not limited to:

- Desktop CPUs & monitors
- Laptops & notebooks
- Network attached printers
- Projection units
- Smartboards
- Servers
- Network hardware

This policy does not apply to locally attached desktop peripheral equipment with a value of less than $500 (e.g. cell phones, locally attached printers, PDAs, scanners, etc.), grant funded equipment, research instruments or laboratory devices. Departments may purchase (in accordance with University purchasing policies) such equipment using departmental or grant funds. Such equipment will be viewed as departmental property and will not be part of the lifecycle replacement program.
III. **Policy**

Wilkes-owned technology hardware resources that have been designated as part of the lifecycle replacement program will be maintained on an appropriate cycle.

Every year a percentage of all active technology-related equipment designated to be part of the lifecycle program will be replaced with what is established as the standard configuration at that time. Colleges, divisions, and departments may choose to vary from the established lifecycle standard by funding the difference in cost. When upgraded equipment becomes due for refresh, it will be replaced with the lifecycle standard at that time. The central lifecycle budget will be used to fund only a single computer system replacement for each Wilkes employee. Departmental funding will be used for the purchase/replacement of any additional computers systems that their employees may require in accordance with technology purchasing policy.

Once non-grant equipment is replaced, it must be returned to the general inventory of the institution within fourteen days. Exceptions to the return of equipment to general inventory may be granted at the discretion of the Information Technology Committee. Departments may not relocate any technology assets without first communicating with Information Technology Services (IT Services). Additionally they may not re-distribute or re-assign any technology assets without notifying IT Services; these requirements ensure the integrity of our technology inventory and lifecycle programs.

If a department is granted permission to continue to use a computer system that should have been returned the unit will be tagged, removed from the lifecycle inventory, and may receive limited support.

IV. **Responsibilities**

Information Technology Services will be responsible for the planning and administration of the technology-replacement lifecycle in accordance with this policy and in consultation with the Information Technology Committee, and VP of Finance and Operations. IT Services will maintain and share with departments the replacement schedule.

IT Services will determine which equipment is redeployed, used for parts, or retired from service.

IT Services will maintain an accurate inventory of University owned technology hardware & peripheral equipment.

IT Services will ensure compatibility with specialty software and peripheral devices.
Colleges, divisions, and departments will release replaced equipment to the general inventory of the institution within fourteen days.

Colleges, divisions, and departments may not relocate any technology assets without first communicating via Email with the Manager of User Services to ensure the integrity of our technology inventory.