

<b>ALGONQUIN COLLEGE DIRECTIVE</b>	<b>NO. OF PAGES</b> 4	<b>DIRECTIVE NO.</b> B8
	<b>ORIGINATOR</b> College Technologies Committee	
	<b>APPROVED BY PEC</b>	
<b>TITLE</b> <b>Deployment of Computing Devices to Faculty and Staff</b>	<b>EFFECTIVE DATE</b> 2008.06.11	<b>REPLACES</b> NEW

### **PREAMBLE**

Computing devices such as laptops and desktops, purchased with College funds or donated to the College, are classified as College assets. The College deployment of such assets to faculty and staff is for the purpose of fulfilling College work. Such assets are, therefore, not to be considered personally-owned devices.

While overall College asset control is the responsibility of the Finance Department, every employee issued a computing device is expected to provide proper care for this and any equipment provided to them, and to readily respond to inventory requests for the equipment they are provided. In situations where the assets are issued to a department, the assets will be assigned to the manager and the manager shall be responsible for responding to inventory requests.

The College recognizes that the computing device needs will vary across the teaching staff community. Factors, such as the nature of the discipline and material taught or the user sophistication in terms of information technology (IT) knowledge and skills, will influence asset acquisition and allocation.

Being fiscally responsible, the College will strike a balance between the need of the individual and the need to maintain a certain level of standardization of the equipment issued so as to ensure lower acquisition and support costs.

### **POLICY**

1. Generally, each full-time faculty will be provided a College-standard laptop or a College-standard desktop. Although faculty may choose to receive a desktop computer, the College will encourage the deployment of College-standard laptops as the preferred option. This is in keeping with the College's vision of being a leader in the application of information technology in education and creating a more flexible and mobile learning environment that benefits both students and faculty.

2. All other full-time staff members will each be provided a College-standard desktop computer.
3. The evergreening of College-standard computing devices will adhere to College Directive B7 Evergreening Policy.
4. Staff who require more than one computer, a computer that differs from the current College standard, or a computer that is evergreened sooner than the timeline outlined in Directive B7 must receive specific approval from their Executive Dean, Dean, Executive Director, or Director. Departments are responsible for any cost differential for computing requirements not covered by Directive B7.

## **PROCEDURES, ROLES AND RESPONSIBILITIES**

### **Categories of users**

- Cat 1: Full-time faculty who require more frequent updates to computing equipment than what is outlined in Directive B7 or who require equipment that differs from the College-standard due to the nature of the program and/or the material taught in the course(s). This category may include full-time professors teaching in mandatory laptop programs or in programs that rely heavily on computing devices or technology. Entry into Cat 1 must be authorized by the respective Chair/Dean.
- Cat 2: Full-time faculty who require a laptop or desktop on a regularly evergreened basis as outlined in Directive B7.
- Cat 3 Full-time faculty who do not require a laptop or desktop that is evergreened on a regular basis as outlined in Directive B7, but where an older computing device is sufficient.
- Cat 4: All other full-time staff who require a computing device to fulfill their job responsibilities.
- Cat. 5: All part-time faculty and staff who require a computing device (either new or used). Entry into Cat 5 for part-time faculty must be authorized by the respective Chair/Dean.

**Allocation / Evergreening of Computing Devices (By Category)**

Cat 1: Evergreen computing devices when required to meet the delivery and curriculum requirements of the program. The pro-rated cost equivalent of a College-standard device is funded centrally. Departments and Schools are required to fund the cost differential.

Cat 2: Evergreen laptop computers older than three years old and desktop computers older than four years old with a College-standard computing device. This would be done on a “volunteer” basis, i.e. the asset would not be evergreened unless it is requested by the faculty member. This is intended to reduce changes for a professor who does not require a new(er) computing device.

Cat 3: Evergreen laptops older than four years old with laptops returned from Cat 1 and 2. Evergreen desktops older than five years old with desktops returned from lab evergreening as outlined in Directive B7. Do not evergreen unless requested.

Cat 4: Evergreen computing devices for other full-time staff as outlined in Directive B7.

Cat 5: Laptops issued to part-time faculty and staff will normally be drawn from the pool of used laptops made available through the evergreening process. Departments with part-time staff who require new computing devices, or devices that are newer than what is available through the normal evergreening process, are required to fund the acquisition of the devices.

**Information Technology Services**

The allocation process must be handled by Information Technology Services (ITS). The older units being replaced will be retained by ITS for re-allocation in accordance with Directive B7 or as directed by the College Technologies Committee. Laptops not re-allocated for use within the College community will be passed onto the Finance Department for disposal or re-sale.

**Handling Special Circumstances**

Circumstances may exist where a full-time faculty or staff member may require an additional computing device. In these situations, at the budget holder’s discretion (based on obtaining adequate rationale from the faculty or staff member), the budget holder shall approve and fund such exceptions from the College default entitlement. The complete cost will include appropriate warranty coverage.

Circumstances may also exist where a full-time faculty or staff member may require a computing device other than the College-standard. In these situations, at the budget holder's discretion (based on obtaining adequate rationale from the faculty or staff member) and in consultation with ITS to ensure that appropriate support will be available, the budget holder shall approve exceptions from the College default entitlement. In such circumstances, the budget holder is responsible for funding the difference between the cost of the required device and the College standard device.

**Maintenance, Support and Disposal of Computing Devices**

Support for all College-standard computing devices will be handled centrally by ITS. Faculty and staff should expect that if they experience an issue with their computing device, ITS will address the issue(s).

**Disposal of Computing Devices**

Returned computing devices will be redeployed for College use until they are no longer useful. When computing devices are no longer useful to the College, they will be returned to the Finance department for disposal or re-sale.

**RELATED DIRECTIVES**

Evergreening Policy – B7

*(original signed by)*

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College Technologies Committee

*(original signed by)*

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Vice President, Administration