IT 02   Technology Evergreening

Classification:	Information Technology
Responsible Authority:	Chief Digital Officer
Executive Sponsor:	Vice President, Finance and Administration
Approval Authority:	Algonquin College Executive Team
Date First Approved:	2006.02.01
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PURPOSE

To establish processes to upgrade technology and computing devices on a scheduled plan ("Evergreening").

SCOPE

All Computing devices provided to College employees, contractors and volunteers. This includes administrators, Support Staff, Professors, Instructors, Counsellors and Librarians.

All Audio-visual equipment and associated technology deployed for e-classrooms, labs and meeting rooms.

All IT infrastructure equipment and cabling.

Exclusions:

Equipment that is not deployed enterprise wide (i.e. not deployed across the college; unique to a department or program). For example, Point of Sale devices and facilities environmental monitoring systems.

DEFINITIONS

Computing device	**A laptop, desktop or tablet computer.**
CTC	**College Technology Committee**
CBC	**College Budget Committee**
Evergreening	**The practice of replacing technology and computing devices on a scheduled plan. The alternative to evergreening is a "break-fix-replace" model where equipment is used until it breaks down at which time it is either repaired and returned or replaced (sometimes called a '3Rs' model).**
ITS	**Information Technology Services**
Professor, Instructor, Counsellor, Librarian	**Positions as defined in the Algonquin College Academic Employees Collective Agreement.**
Support Staff	**Support staff as defined by the Support Staff Collective Agreement and Part-time Support Staff Collective Agreement between Algonquin College and OPSEU (Ontario Public Services Employees Union).**

POLICY

1. The College is committed to providing a stable and reliable technology for its end-users. College computers, E-classrooms, and labs are valuable resources that support College operations.

2. Consolidating responsibility for the acquisition and allocation of computing resources ensures that compatibility with college systems is maintained; purchasing power is maximized through volume buying; the College remains in compliance with Government purchasing; and access and fair use obligations are met.

3. Subject to the annual budget allocation, College owned desktops, laptops, audio-visual equipment and IT infrastructure equipment will be replaced with newer equipment according to the priority and lifecycles outlined in Appendix 1. Budget sources for equipment evergreening will include the IT Infrastructure SIP envelope and any approved ITS SIP funds. Budget for equipment replacement will no longer be distributed amongst College departmental budgets.

4. All software will be transferred to the replacement device. Any associated license fees will be supported through the department budget responsible for the applicable software. Software versions will not necessarily be automatically "upgraded" (i.e. software versions are determined by ITS in consultation with stakeholders).

5. In the event that it is absolutely necessary to replace computing devices to avoid greater risks such as cyber-security and interoperability, ITS reserves the right to deploy a replacement to the end-user and lock the old computing device so that it cannot be used (only the new device can be used going forward).

6. All equipment that has been Evergreened will be disposed of according to corporate policy. If no corporate policy applies to the equipment, ITS is authorized to handle the Evergreened equipment in any of the following methods:

   a. Disposed of using a 3rd party vendor contracted to dispose of electronic devices in an environmentally friendly manner.
   b. Provided to any College program for the purposes of educating students.
   c. Disposed in any other manner subject to the approval of the Associate Director of IT Operations AND the Associate Director of IT Service Delivery (ex. Spare parts, Create Test labs etc.).

PROCEDURES

	Action	Responsibility
1	Submit an annual Evergreening budget recommendation to CTC.	**ITS**
2	Submit an annual Evergreening budget recommendation to the College Budget Committee.	**CTC**
4	Submit an annual Evergreening budget recommendation to ACET	**CBC**
5	Acquire hardware and software in accordance with the Algonquin Purchasing Policy and Procedures Manual.	**ITS**
6	Coordinate Evergreening Schedules.	**ITS**
7	Update CTC monthly on progress against the Evergreening projects.	**ITS**

SUPPORTING DOCUMENTATION
None

RELATED POLICIES
IT 06 Deployment of Computing Devices
Purchasing Policy and Procedures Manual
FP-002 Asset Capitalization, Depreciation, Safeguarding and Disposal Policy

RELATED MATERIALS
None

IT 02: Appendix 1

EVERGREEN FUNDING PRIORITIES

Approved funding will be allocated in the three categories listed below. Priority will be given to each sub-category in the order they are listed. Exceptions will be presented by the Manager of Endpoint Services to the CTC for approval. Criteria for approved exceptions include (but is not limited to):

    a. Computing devices, network equipment and software of a lower priority is reaching an age that is far beyond the industry average for replacement.

    b. Major changes in College approved standard software or hardware technology (e.g. consolidation of several software solutions into a single platform).

Note: Subject to budget approval, the College will replace laptops and workstations based on documented industry lifecycle data and available budget (i.e. workstations will be replaced during their 6th year of service and laptops will be replaced during their 6th year of service).

1. **Labs, Employees, Loaner Pools, Other learning environments (not including e-classrooms)**
   a. Upgrades required to support curriculum changes.
   b. Specialized Labs: Program specific labs with unique peripherals (e.g. robotics) or labs that accommodates special learning requirements (e.g. Computer Assisted Learning).
   c. Other Labs.
   d. Professors, Instructors and Counsellors.
   e. All other employees.
   f. Other learning environments (e.g. Student Learning Centre, Library, open access areas), including loaner Computing devices.

2. **E-classrooms**
   a. E-classroom projectors and digital screens (replaced during their 5th year of service).
   b. Instructor console workstations (replaced during their 5th year of service).
   c. E-classroom networking equipment will be replaced either on the year before end-of-support (as indicated by the manufacturer or equivalent) or in its' 5th year of service (whichever is earlier).

3. **Technology Infrastructure**
   a. Servers, digital storage, network and telephony equipment (including cabling), etc. will be replaced either on the year before end-of-support (as indicated by the manufacturer or equivalent) or in its' 5th year of service (whichever is earlier).