Computer Equipment Policy

This policy provides guidelines regarding the purchase, refresh and decommissioning of desktop and laptop computers, tablets and peripheral devices at the University of Redlands.

Scope
This policy applies to all information technology related hardware purchased with University of Redlands funds or grant funds, regardless of their actual location of use.

Standardization
University of Redlands currently supports specific makes and models of computers. These systems were chosen to allow diversity in brands and operating systems, yet provide enough similarities that adequate support can be maintained. Standardization also reduces cost significantly through bulk purchasing discounts and vendor agreements.

General Policy
- One computer will be provided for each full-time faculty or staff employee and will be replaced as part of the refreshment cycle.
- Desktop computers will be deployed for all employees, unless a person's job duty requires frequent mobile computing.
- Laptops will be issued to employees whose jobs require frequent mobility. A Laptop Request Form will need to be completed and signed by a VP or Dean.
- Equipment requested that exceeds our standard computer configuration will be paid out of the requestor/department budget.
- Tablets must be purchased through ITS using departmental funds and are not part of our refreshment cycle.
- Computers that are leased and/or part of the universities refreshment cycle will be replaced every four years.
- Any relocation of desktop computers or laptop docking stations must be done by Technology Support Services staff.

New Employees
- A new full-time faculty or staff member that has been hired for a position that did not exist before will receive a new computer or laptop.
- Computer equipment must be included in a BRP corresponding with the new position.

Refreshment of Existing Computers
- Computers will be refreshed within 90 days of the date that they are scheduled to be returned to the leasing company.
- A computer will be refreshed with a similar computer. All old computers must be returned to Information Technology Services.

If an employee's job requires frequent travel or mobility and a laptop has been approved, the employee will have the option to choose from:

1. A Windows-based laptop. If desired, this may include one external monitor, mouse, keyboard, docking station and laptop bag.
2. A Mac-based laptop. If desired, this may include one external monitor, mouse, keyboard, docking station and laptop bag.

    In all cases, if a Mac-based system is chosen, the employee should have a valid business requirement for doing so (applications used require Mac OS, etc) as they are generally more expensive than our standard Windows systems. Purchase of a Mac is subject to approval by ITS and VP or Dean.

If an employee's job does not require mobility, employees will receive the following:

1. A Windows-based desktop and one monitor, mouse and keyboard.

   In all cases, if a Mac-based system is chosen, the employee should have a valid business requirement for doing so (applications used require Mac OS, etc) as they are generally more expensive than our standard Windows systems. Purchase of a Mac is subject to approval by ITS and VP or Dean.

Visiting Faculty

Visiting faculty will receive a refurbished desktop computer, Apple or PC, based on availability.

Adjunct Faculty

Adjunct faculty will not be supplied with a computer.

Software

A Standard Software Suite is installed on all University of Redlands computers. It includes:

Windows based computers

- Windows 10
- Microsoft Office 2013
- Microsoft Internet Explorer
- Mozilla Firefox
- Google Chrome
- Adobe Acrobat Reader
- Symantec Anti-Virus

Macintosh computers

- Mac OS X Yosemite
- Microsoft Office 2011
- Safari
- Google Chrome
- Mozilla Firefox
- Adobe Acrobat Reader

Non-standard software is installed upon request and subject to the approval of the local department manager, ITS and proper funding. Support for non-standard software is limited and is given a best effort attempt to help solve a client issue.

Note: All software requires that a license be purchased for each computer on which it is installed. All software is to be installed by Technology Support Services.

University of Redlands Computer Standards and Optional Equipment

Standard Configuration	Desktop-PC Dell OptiPlex 7040	Laptop-PC Dell Latitude	Desktop-Apple iMac 21.5"	Laptop-Apple MacBook Pro 15"	Monitor- P22"
Price	$800.00	$1,300.00	$1,575.00	$2,000.00	$200.00
Processor	Intel Core i5 Quad core	Intel Core i7, 5th gen	Intel Core i5	Intel Core i5	22-inch Flat Panel Monitor
Processor Speed	2.5Ghz	2.6Ghz	3.2 Ghz	2.2Ghz	N/A
Hard Drive Capacity	256 Solid State Drive	500GB / 7200 rpm Serial ATA Drive	500 GB / 5400 rpm	256 GB Flash Storage	N/A
Memory (RAM)	8GB	8GB	8GB	8GB	N/A
CD-ROM/DVD	No/Optional External	No/Optional External	No/Optional Super Drive	No/Optional Super Drive	N/A
Form Factor	Desktop-Mini form factor	Laptop	Desktop-All in One	Laptop	Flat panel monitor
Operating System	Windows 10 Pro (32-bit)	Windows 10 Pro (32-bit)	OS X Yosemite	OS X Yosemite	N/A
Graphics	Intel HD Graphics 4600	Intel HD Graphics 530	Intel Iris Pro Graphics	Intel Iris Pro Graphics	N/A
Network Interface Card	Gigabit Ethernet; no wireless	Gigabit Ethernet; Wireless	Gigabit Ethernet, Wireless, Bluetooth	Gigabit Ethernet, Wireless, Bluetooth	N/A
Sound	Integrated Audio	Integrated Audio	Integrated Audio	Integrated Audio	N/A
Keyboard	1 Wired	Integrated	1 Wired/Wireless (optional)	Integrated	N/A
Mouse	1 Wired	Integrated	1 Wired/Wireless (optional)	Integrated	N/A
Warranty	4 Year Dell-Pro Support	4 Year Dell-Pro Support	4 Year Apple Care	4 Year Apple Care	N/A

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