



FLETCHER TECHNICAL COMMUNITY COLLEGE  
Policy #

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**Computer Replacement Policy**

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Authority: Information Technology

Effective Date: 9/19/16

Last Revision: 6/30/20

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**PURPOSE:**

The purpose of this policy is to outline the process Fletcher Technical Community College replaces and disposes of computer equipment and purchasing of computer hardware and electronic equipment for faculty, staff, and student technology used for the college. The goals of this policy are to:

- Ensure that appropriate computing resources are available in departmental computing facilities and faculty/staff offices
- Ensures that desktop computing resources have sufficient capacity and compatibility to meet each department and school's operational needs
- Maintains ongoing compatibility of computer systems with the computer applications used within each department and the college
- Ensures computer lab equipment is kept up to date with the current technology standards to provide students with modern technology.
- Implement I.T. involvement and approval on computer equipment purchases.

**POLICY/PROCEDURE:**

**DEFINITIONS:**

For purposes of the Policy Statement, the following definitions shall apply:

- **User:** Any person, employee or student that uses any technology resource at FTCC.
- **Unit:** Any device such as computers, laptops, tablets, printers, monitors, and all computer peripherals

**COMPUTER REPLACEMENT CYCLE:**

Faculty and staff are assigned a computer(s) provided by the college. Those users with non-primary computers will be upgraded by the computer recycle pool or departmental funds. I.T. will send notifications to departments during annual inventory in February for a recommendation or requirement of computer replacement. If units are deemed appropriate for redeployment, IT will data sanitize the equipment and it will be put into the computer recycle pool.

- Each department is fiscally responsible for their employees' computer equipment
- I.T. will notify the departments of a computer replacement recommendation beginning at three (3) years of the current computer's age
- I.T. will require a computer replacement at five (5) years of the current computer's age
- Any staff replacement personnel will inherit the computer used by the previous holder in that position, unless the computer is required by the policy to be replaced.
- Computers needed for part-time faculty/staff, student workers, and temporary positions will be furnished out of the recycle pool of computers if no other computers are available

#### **COMPUTER & HARDWARE DISPOSAL:**

- If units are deemed inappropriate for redeployment, Information Technology will data sanitize the computer and recycle parts to refurbish/repair computer other units
- The I.T. Department will data sanitize and document all computers and equipment in accordance to Louisiana Information Security Policy before sending computers and equipment to state surplus.

#### **COMPUTER & HARDWARE PURCHASING:**

- All computer equipment, hardware, and technology purchases must be coordinated with and approved by the Information Technology department before any purchases are made.
- Users are required to adhere to the IT Purchasing Policy 7.003

#### **EXCEPTIONS**

In the event standard equipment does not meet a specific computer resource requirement the department may request an exception to the standard.

- Requested upgrades to the standard configuration will not be processed without approval from their area representative.
- Exceptions are granted on an as-needed basis at the discretion of the department or school representative.
- Exceptions to this computer replacement policy, including compelling business needs, should meet the following criteria and will be evaluated as follows:
  - **Technical Justification** – Evaluated based on document manufacture's technical requirements for hardware, software, and peripherals.
  - **Cost Justification** – Evaluated based on verifiable cost or resource savings

**Machine Malfunction** - Machines that malfunction due to user-created errors or mistreatment will be dealt with on an as-needed basis. If a machine is broken, I.T. will check warranty status before any repairs or replacements are put in place. If the machine warranty is up, I.T. will repair the computer if possible or a replacement computer will be taken out of the recycle pool.

**Reference: IT Purchasing Policy 7.003**

**Distribution:** Distributed Electronically via College's Internet.

**APPROVAL:**



Kristine Strickland (Apr 28, 2021 10:12 CDT)

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Kristine Strickland, Ph.D.  
Chancellor

Apr 28, 2021

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Date