

4.1. Technology System Lifecycle Upgrades Policy

4.1.1. Approval and adoption

- 4.1.1.1. Approved by the Chief Information Officer and Executive Vice President and adopted effective 10/15/2002.
- 4.1.1.2. Changes made to add provisions to clarify laptop purchase procedure and provide laptops for faculty checkout. Approved by the Chief Information Officer and Executive Vice President and adopted effective 12/5/2002.
- 4.1.1.3. Changes made to correct laptop checkout department name, consolidate laptop checkout process regardless of employee group, and extend replacement timeline of laptops to 4 years to match the desktop computer upgrade timeline. Approved by the Chief Information Officer and Executive Vice President and adopted effective 7/28/2005.

4.1.2. Purpose

- 4.1.2.1. To provide ULV students, faculty, and staff with an appropriate computing hardware platform that allows them to do their work in the most effective manner possible.

4.1.3. Policy

- 4.1.3.1. The Office of Information Technology shall maintain a system lifecycle upgrade process that provides regular upgrades to campus technology to maximize user efficiencies and minimize replacement and support costs.
- 4.1.3.2. Faculty laptop purchases must be pre-approved by the individual's School/College Dean. Administrative laptop purchases must be pre-approved by the Executive Vice President.
- 4.1.3.3. Laptops used by individuals will only be upgraded as part of the System Lifecycle Upgrade process if the computer is designated as the individual's primary machine or they have filed a successful appeal to have more than one system (see Procedure section below).

4.1.4. Procedure

- 4.1.4.1. Only one computer per person shall be regularly upgraded under the system lifecycle upgrade process. Individuals with more than

one computer will designate the machine they use as their primary system.

- 4.1.4.2. Individuals using more than one computer will need to obtain funding for the upgrades of these secondary/tertiary machines through the annual budget process.
- 4.1.4.3. Faculty or staff who require more than one computer to effectively perform their duties may file a written appeal (faculty to the Provost, staff to the Executive Vice President) to have both systems upgraded within the System Lifecycle Upgrade process.
- 4.1.4.4. Laptops for faculty and staff checkout will be made available via the Classroom/Lab Support team (and upgraded under the System Replacement Lifecycle).
- 4.1.4.5. DELETED.
- 4.1.4.6. OIT will maintain a regular system replacement lifecycle for hardware as follows:
 - 4.1.4.6.1. Desktop computers shall be upgraded on a four-year lifecycle.
 - 4.1.4.6.2. Laptop computers shall be upgraded on a four-year lifecycle.
 - 4.1.4.6.3. Student Computer Lab computers in “open” (OIT managed) labs shall be upgraded on a three-year lifecycle with replaced machines being used for low-end “trickle-down” administrative replacements where possible. Those computers in “closed” (departmentally managed) computer labs shall be upgraded on a four-year lifecycle.
 - 4.1.4.6.4. Monitors shall be replaced on an as-needed basis from funding based on an estimated six-year lifecycle.
 - 4.1.4.6.5. Printers shall be replaced on an as-needed basis from funding based on an estimated six-year lifecycle.
 - 4.1.4.6.6. Servers shall be upgraded on an as-needed basis depending on (functionality and support issues) from funding based on an estimated six-year lifecycle.
 - 4.1.4.6.7. Network hardware shall be replaced on an as-needed basis from funding based on an estimated seven-year lifecycle.

4.1.4.6.8. Miscellaneous hardware (such as data projectors) shall be upgraded on an as-needed basis depending on functionality and support issues from funding based on an estimated six-year lifecycle.