

# Policy

Office/Contact: Technology Services

Sources/Links:

- SDBOR Acceptable Use Policy: <https://www.sdbor.edu/policy/Pages/Section-7-Technology.aspx>

## NORTHERN STATE UNIVERSITY

### Policies and Guidelines

SUBJECT: Computer and Peripheral Replacement Policy

NUMBER: 7.11

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#### 1. Purpose

This policy ensures that all office computers remain reliable, secure, and capable of supporting current business operations.

#### 2. Definitions

- a. Division: A major organizational unit within the university that is led by an executive-level administrator. The NSU Divisions include Academic Affairs, Athletics, Communications and Marketing, Enrollment Management, Finance and Administration, Foundation and Alumni Services, Student Affairs, and Technology Services.
- b. Technology Peripherals: External devices that connect to a computer or other primary technology system to add functions, input, output, or storage capabilities. Common peripherals include, but are not limited to, monitors, keyboards, mice, webcams, microphones, speakers, USB flash drives, and docking stations.
- c. Audio-visual equipment: Any technology, devices, or systems used to capture, transmit, display, record, or amplify sound and visual content.

#### 3. Policy

- a. Divisions are responsible for regular upgrades of office computers and technologies in discipline-specific instructional spaces, such as computer or science labs and department conference rooms.
- b. Divisions are responsible for purchasing and replacing all technology peripherals, except managed printers.
- c. Technology Services is responsible for regular upgrades for Technology Services staff, high school e-learning, and general-use computer labs.
- d. Divisions are responsible for audio-visual upgrades for all spaces they own or control, including but not limited to computer or science labs, conference rooms, student-use spaces, and other instructional spaces.
- e. Technology Services is responsible for audio-visual and smart podium upgrades in up to 30 centralized classrooms.
- f. Technology Services will provide repurposed office computers to student employees, graduate assistants, part-time employees, adjunct faculty who have designated office

space on campus, and other university personnel, such as custodial staff, grounds crews, and assistant coaches.

- g. Technology Services is responsible for the regular upgrades of managed printers.
- h. Technology Services will maintain an inventory of all assigned computers, including their purchase dates.
- i. No primary office computer may remain in service for more than **six (6) years** from its date of purchase.
- j. Primary computers approaching six years of service must be scheduled for replacement before the end of that period.
- k. Upgraded or replaced devices must be purchased through Technology Services to ensure compatibility and hardware standards are consistent.
- l. Technology Services will assume ownership of upgraded devices to repurpose them to other areas on campus. Grant-funded equipment will remain with the grant until the grant expires.
- m. Technology Services will not provide in-kind computers or other technology equipment for grant proposals.

#### **4. Procedures**

##### **a. Computer Upgrades**

- i. Annually, Technology Services will provide Division heads with a report on assigned computers and their age.
- ii. Using this report, Division heads will order replacement devices based on available funding.
- iii. Technology Services will receive and inventory each computer and prepare it for distribution.
- iv. Technology Services will provide support, including repairs, for all university-owned devices.

##### **b. Audio-Visual Upgrades**

- i. Division or department heads must submit the [Permanent Audio-Visual Equipment Request](#) ticket to request a quote for equipment purchases.
- ii. Technology Services will work with division heads to determine needs and provide an equipment purchase list.
- iii. Division or department heads will order equipment.
- iv. Technology Services will receive and inventory the equipment and schedule installation with division or department heads.
- v. Major installations are only conducted during the summer break from May 15 to August 1.
- vi. Technology Services will provide support for all standard university-owned audio-visual equipment. Specialized audio-visual equipment will be supported by the vendor and/or the department.

#### **5. Responsible Administrator**

The Vice President of Technology is responsible for the annual review of this policy and its procedures.

## 6. Source History:

- Approval Date: 08/16/2011
- Approved By: Senior Cabinet
- Review Date: 10/11/2012
- Review Date: 02/24/2014 – No changes
- Review Date: 06/21/2016 – Clarified approval for out-of-cycle upgrades; removed the requirement for faculty to have a laptop
- Review Date: 06/29/2017 – No changes
- Review Date: 09/20/2018 – No changes
- Review Date: 09/20/2021 – New template; revised language for standard equipment being laptops
- Review Date: 06/21/2023 – Revised language for clarity
- Review Date: 02/09/2024 – Language revisions
- Review Date: 12/22/2025 – Significant change in process and responsibilities