Policy Subject:	Computer Purchase and Replacement Policy				
Responsible Office and Applicability:	Oxford College, All Employees	Adopted:	November 19 2018	Revised	N/A
Responsible Executive:	Associate Dean, Information Technology	Revised:	No Revisions to Date		
Policy Type:	Administrative	Policy Contact:	Manager, Infrastructure – Karla Fields 4-4575		

Policy Overview

This policy provides guidelines regarding the purchase, replacement, and disposal of computers, printers, and peripherals at Oxford College to ensure that each employee can perform their assigned responsibilities while providing prudent stewardship of College resources. This policy applies to all computers, printers, and peripherals purchased with Oxford College funds including research and other sponsored funds. Personal computers are not supported by Oxford College.

New Purchases and Replacement

Oxford College Information Technology (OCIT) will determine the specific make and model of computers to allow for diversity in brands and operating systems with enough similarities for support of such equipment. OCIT will recommend the most appropriate desktop system or laptop based on the employee's assigned responsibilities. The standard configuration for a desktop includes an All-in-One, a monitor (if desired), keyboard and mouse. The standard configuration for a laptop includes a docking station, monitor, keyboard and mouse. Computers will be purchased 100% by OCIT and replaced every four or five years based on the type of system and a thorough evaluation of computer functionality by OCIT. IPads will be purchased using departmental funds and will go through OCIT for evaluation and purchase

All computers, printers, peripherals, regardless of funding source must be purchased by OCIT using the Emory procurement process and are the property of Oxford College of Emory University. All computers must be returned to OCIT at the end of an employee's tenure with the College.

Lost, Stolen or Damaged Items

OCIT must be notified immediately in the event of lost, stolen or damaged computer equipment via an AskIT ticket. A police report **must** also be filed for stolen computers.

Electronic Waste Disposal

All computers, monitors, printers and peripherals must be returned to OCIT for disposal.
Electronic assets may not be re-sold or donated to members of the Emory community (including faculty and retirees) or external third parties other than Emory's approved electronic waste processing vendor(s). Oxford adheres to Emory's Electronic Disposal Policies.

Definitions

Computer: A desktop, laptop and tablet
Computing Peripheral: Any external device that provides input and output for the computer. e.g. monitor, keyboard, mouse, cables, and etc.