

SEU Computer Purchasing Guidelines

Goal:

To inform Department and department heads of their options for purchasing/replacing computer equipment and the rules that IT uses to govern the computer replacement process.

Purchase Options:

You may choose to purchase/replace University computer equipment via one of the following options:

1. **Refresh Cycle** – On a rotating 3-year cycle, laptops will be replaced if deemed necessary based on hardware performance and maintenance issues. Desktop computers will be replaced on a longer cycle of 4 or 5 years depending on usage.
2. **Department Purchase** – Equipment can also be purchased using Department funds, pending approval of the department budget head. Requests for purchase should be made to the IT Department, who will provide a quote and help to determine any potential compatibility issues that need to be addressed. When an account number is provided, the equipment will be ordered. Once the item is received, some general setup may be required such as operating system and anti-virus and a time will be scheduled to provide the equipment to the department or appropriate individual. These items could be added to the replacement cycle listed above for future replacements assuming that all of the criteria for this list is met.
3. **New Faculty Positions** – If a new faculty member has been hired for a full time position, they will be scheduled to receive a new computer on their hiring date. Funding will be allocated from the Provost department unless it falls within the regular refresh cycle.
4. **New Staff Positions** – If a new staff member has been hired for a full time position, they will be scheduled to receive a new computer on their hiring date. Funding will be allocated from the associated department unless it falls within the regular refresh cycle.

Standard Equipment:

Software

New computers come with the latest version of Microsoft Office, Acrobat Reader, Firefox, IE, Chrome and Sophos Anti-Virus software as well as other enterprise wide software such as Jenzabar. Other software or upgrade costs above and beyond the standard equipment such as curriculum based software or will need to be covered through other funding, such as departmental funds. Please purchase all software through the IT office so we can leverage various partnerships to get the best possible price and support. All software purchased by SEU must be evaluated for ADA compliance. Licensing for all university owned software need to be provided to the IT department for support and auditing purposes.

Hardware

When purchasing a computer, you will be asked to choose from one of the standard computer configurations from Dell and Apple. Support limitations may apply if you require software or hardware that IT is not familiar with or requires additional resources. Check with the IT, who will provide a quote and help to determine your needs or any potential compatibility issues, as well as, additional costs if applicable.

Dual Monitors or Docking Stations:

You may purchase a second monitor or docking station for your computer, assuming that the additional purchase has been approved by the department budget head and account number is provided to IT prior to purchase. Keeping an old monitor to use as a second monitor on the new computer is permitted only if the individual already had a dual monitor setup and it was purchased by the department.

Software Purchases:

Software purchases for university owned systems should be made by putting in a purchase request at helpdesk.SEU.edu or by contacting helpdesk@seu.edu. Personally owned software may be allowed to be installed on a University owned computer only if written request has been made, signed and has been submitted to the Help Desk. This paperwork acknowledges that the staff member is responsible for maintaining the license for the software and releases the University from liability. ADA compliance must be considered prior to purchasing software.

ADA compliance Considerations for Electronic Resources.

Section 504 of the Rehabilitation Act of 1973 requires that programs and services that receive federal funding make those options available to individuals with disabilities and provide reasonable accommodations. In 1986, Section 508 was added as an amendment to the Rehabilitation Act of 1973. Section 508 requires that information technology, they ensure that the electronic and information technology developed, procured, maintained, or used by the federal government be designed to be accessible to people with disabilities.

The Americans with Disabilities Act of 1990 (ADA) and its 2008 amendments is civil rights legislation that builds on and extends the reach of Section 504. It requires that public programs and services be accessible to people with disabilities and that they provide accessible, "effective communication," regardless of what medium is typically used for that communication. For example, if a software program is used in a course at a postsecondary institution, then the essential content that it delivers should be made accessible to qualified students who have disabilities. The ADA also covers issues related to nondiscrimination on the basis of disability in employment decisions and requires that employers provide reasonable accommodations, that may involve access to software and other electronic and information technology.

NOTE: Unauthorized installation of software is not allowed on University owned equipment. All software on the SEU campus needs to be accounted for in order for the University to remain "software compliant", or be able to document that we have the correct number of licenses paid for and accounted for on our systems compared and matched to what we have installed.

Tablet Computing Devices (iPads, Android devices, etc):

Tablet computers and other lower-cost computing equipment may be purchased through department funds. This equipment; however, should still be purchased through IT in order to provide additional discounts, support and check any systems requirements before ordering.