

VIRGINIA MILITARY INSTITUTE  
Lexington, Virginia

GENERAL ORDER)  
NUMBER 29)

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### **Desktop Computer Replacement Policy**

#### **1. Purpose:**

The Desktop Computer Replacement Policy establishes rules for computer replacement due to technology obsolescence and centralizes computer purchases. Technology obsolescence includes but is not limited to the inability to upgrade the operating system and/or software programs and the practicality of repairing and/or replacing parts, etc., as determined by the IT Department for all personal computers. The benefits of the replacement policy are to:

- 1) Maintain the level of computer hardware technology in all areas of the Institute;
- 2) Reduce VMI's total cost of ownership for desktop computing devices;
- 3) Create a more efficient maintenance and installation procedure; and
- 4) Improve manageability of computer assets on Post.

Centralized personal computer purchases allow all departments the opportunity to upgrade equipment on an Institute-wide level. New employee or mid-cycle computer acquisitions and peripherals will be purchased from departmental or other available funds.

**Notebook, laptop, or tablet computers are included in this policy when the user does not have a traditional, desktop computer.** All other notebook, laptop, and tablet computers are outside the scope of this policy.

#### **2. Policy Outline:**

- A. Replacement computer purchases/leases are budgeted and purchased through the IT Department. All computers and laptops are purchased with a 5-year warranty; Mac devices are purchased with no warranty. Individual desktop replacement computer purchases by departments are prohibited.
- B. Standard computer models will be used. Typically, the standard model will exceed all requirements of faculty and staff. The standard models for faculty and staff includes the choice of the traditional desktop computer configuration or a laptop/docking station. The IT Department will work with individuals to configure standard desktop computers with various options including more memory, hard disk size, optical disk types, and other variations as long as the hard disk "image" is unchanged. (Image: A software replica of a newly loaded hard drive compressed into a file. The image file contains the software configuration listed in the "software rebuild" definition. A software rebuild done by an image can be accomplished in a short period of time.)
  - 1) Any acquisitions other than the standardized model must be justified by a written proposal to the Chief Information Officer. The proposal should indicate why the standard model will not work. The Chief Information Officer has approval authority over such exceptions.

- 2) When a computer is replaced, a new unit is not guaranteed.
  - 3) Computer “trickle down” (the practice wherein one individual receives a new computer and deploys the old computer to another individual) will occur under special circumstances. Requests for “trickle down” computers will be justified by a written proposal to the Chief Information Officer, who will work with the Department Head to facilitate the request if appropriate under the circumstances.
- C. Monitors will be replaced as needed.
  - D. Special-use computers connected to the network could be replaced by “trickle down” computers. Certain computers may be deemed outside the scope of this policy if the computer is not used as the production computer of a faculty or staff member and is used entirely for a specific function, such as controlling a piece of equipment or monitoring control systems.
  - E. Special-use, non-network-connected computers are outside the scope of this policy.
  - F. All computers that reach their end-of-life cycle must be returned to Information Technology for proper disposal in accordance with Commonwealth policies.

FOR THE SUPERINTENDENT:

John M. Young  
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Chief of Staff

DIST: E  
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