

HGSE IT Computer Hardware Policy

Primary Computers

HGSE IT provides all half-time or greater Faculty and Staff with standard hardware on their first day at HGSE.

All HGSE-provided computers are obtained and managed on a four-year lease cycle, with replacement targeted at the end of the lease term.

Standard Hardware

- 1 PC Laptop – We target replacement every four years unless extenuating circumstances require us to replace the hardware earlier.

Standard peripherals (for designated HGSE offices only)

- 1 Docking station – replaced when no longer compatible with the current laptop
- 1 24" Monitor – replaced as needed but may remain in operation until the hardware fails.
- One external wired keyboard and mouse – replaced as needed but may remain in operation until the hardware fails.

Currently, costs are charged to the IT budget, totaling approximately \$400 per FTE per year.

Non-Standard Hardware

If a Faculty or Staff member requires a primary system that differs from our current standard model, the department or faculty member will provide a code to cover the annual cost difference. IT will cover up to \$400 of the laptop costs, with any overage being charged on a quarterly basis for the lease. IT will support the ordering, purchasing, and deployment of non-standard computers, provided they are compatible with the management tools and security model governing our environment. IT will make this determination when the specifications are provided.

- Peripherals, such as docking stations, LCDs, keyboards, and mice, will need to be purchased from the department or the faculty member's budget. IT will purchase the peripherals and support the setup.

*Non-standard computers **require prior approval** and may take up to six weeks to be processed and deployed.*

Supplemental Computers

Supplemental computers for faculty, departments, temps, or consultants will be charged quarterly using a billing code provided by the department. Laptops cost \$400 per year; all lease and peripheral costs are the requesters' responsibility.

Short-term hardware requests are supported through our standard leasing model. Under normal circumstances, users will be issued a laptop that is billable in 6-month increments. (No fractional billing is permitted.)

- Standard hardware can typically be deployed within one week of receiving the order. Additional lead time is nearly always preferred. Users should normally request hardware at least two weeks in advance of the computer's need.
- Non-standard hardware takes at least six weeks to order, configure, and deploy.
- Peripherals, such as docking stations, LCDs, keyboards, and mice, will need to be purchased from the department or the faculty member's budget. IT will make the purchases and support the setup.