

SCHOOL OF PUBLIC HEALTH

POLICY ON REPLACING COMPUTERS

Scope

This policy applies only to computers that are purchased with funds from the School's IT budget. It therefore does not apply to computers for research-only staff, which are usually purchased from infrastructure support funding attached to research grants. It also does not apply to PCs provided to staff for use at home, as the usual practice is that these are the staff member's previous office desktop.

The aim of this policy is to describe conditions for proactively replacing the School's computers when or before they run out of warranty so that proper planning can take place.

Computing Laboratory

- Laboratory computers will all be replaced at the same time every three years, starting in December 2004.
- Each year one third of the total replacement cost will be set aside from the budget in a reserve fund.

Desktop computers

- Desktop computers for both academic staff and research students will be scheduled for replacement when they are 3 years old. Any staff member who wants their computer replaced in less than 3 years should make a case to the IT Committee, which will consider each case on its merits, taking into account the software used and other individual requirements. Anyone wanting their computer replaced in less than 2 years should find their own source of funds.

Laptops

- Academic staff may choose to have a laptop computer **instead of** a desktop, up to a maximum purchase cost of \$2500, with staff paying the difference if they want something more expensive. These will be on the same replacement basis as desktop computers.

School IT Committee
September 2003

Last Amended: June 2006