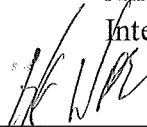


EDINBORO UNIVERSITY OF PENNSYLVANIA

UNIVERSITY PROCEDURE: P026 - Information Technology Computer Asset Management

Recommended for Approval by 

Allan J. Golden, Ph.D.
Interim Vice President Finance and Administration

Approved by  on 3/1/2018
Dr. H. Fred Walker, President Effective Date

Review Date: As Required

PURPOSE

The purpose of this procedure is to ensure that all University-owned computers are documented, identifiable, maintained and renewed according to defined asset specifications throughout the asset's entire lifecycle. This procedure is designed to:

- Enable computer inventory management and tracking, operating system and application security patching, and replacement planning for computer assets purchased by the University.
- Support compliance with applicable laws such as FERPA (Family Educational Rights and Privacy Act) and HIPAA (Health Insurance Portability and Accountability Act) that require the University to safeguard confidential information which may be stored on desktop and laptop computers.
- Provide complete and accurate audit capabilities for computer assets.
- Optimize hardware and software purchases, reduce operational and support costs and ensure proper repurposing or disposal of old computers.
- Provide University employees adequate equipment to perform their daily job functions.

SCOPE

This procedure is applicable to all fixed and portable computers purchased with University funds.

PROCESS

Asset Owners are the Unit Managers or Department Heads. Asset Owners are responsible for designating how each computer that is assigned to their respective areas will be used. A computer can be assigned to a specific employee, student employee, shared by multiple employees or used as a kiosk, loaner or for a special purpose. Asset Owners are responsible for ensuring the accuracy of the inventory of computers assigned to their respective areas.

Asset Owners are responsible for returning any unneeded or unused computers to Information Technology Services (ITS) by placing a Facilities work order to have the computer(s) moved to ITS. These assets will be reviewed for recycling versus repurposing and reassignment to other areas of the organization. IT Assets are disposed of in accordance with Department of Defense guidelines using a certified service provider. Asset Owners are responsible for notifying the ITS Technology Help Center if any assigned computer is physically relocated, reassigned or designated for another use.

Asset Users are employees who are assigned the use of a computer by an Asset Owner. Asset Users cannot exchange, reassign or designate any computer for any other use without receiving approval from their Asset Owner and ITS. Asset Users must protect and use the computer with appropriate care and in

the event of theft, loss or damage to the asset, must immediately report the incident to the ITS Help Center and their supervisor. All Asset Users must return their assigned computer(s) to ITS at the termination of employment or at the end of their contract or assignment. ITS will communicate with the assigned Asset Owner to determine an appropriate use for all returned computers.

Information Technology Services (ITS) technicians are assigned to each building and are the point of contact for Asset Owners and Asset Users in need of procurement information, lifecycle data, repair options and recycling/disposal services for all IT Assets. ITS will ensure that all computers have an asset tag that is attached, recorded and tracked by the ITS organization. ITS is responsible for implementing, maintaining and supporting IT Assets and performing periodic audits with the Asset Owners to ensure the ongoing accuracy of the asset inventory. ITS will notify Asset Users or Asset Owners if any computer asset needs to be replaced due to unsupported hardware, security vulnerability or other related issues and has the right to remove computer assets from the University network accordingly regardless of who purchased it.

Computer Life Cycle Replacement programs are funded for eligible computers. Computers designated as being part of a lifecycle program will be replaced approximately every 5 years based on the funding allocated for the program. Each year a percentage of computers in the lifecycle replacement program will be replaced based on the ITS computer inventory records. Eligibility requirements for the lifecycle replacement program are as follows:

- One computer per tenure, tenure-track and regular part-time faculty
- One computer per full-time staff member requiring a computer to perform daily responsibilities
- Any instructor computer that resides in an active classroom

ITS can add or remove a computer from an existing lifecycle replacement program based on eligibility and approval discussions with the assigned Asset Owner. Computers that are not included in a lifecycle replacement program shall be purchased through individual departmental budgets or through some other funding allocation. Any computers purchased by individual departmental budgets that meet the eligibility requirements of the computer life cycle replacement program will automatically become part of that program and be subject to the program replacement guidelines. Asset Owners or Asset Users wishing to purchase or request a computer shall submit a computer purchase service request through the ITS Help Center. Asset Owners are required to approve any computer purchase request for their respective organization. All University-owned computers are required to be “joined” or bound to the University Active Directory for authentication purposes, unless an exception is approved by the Asset Owner and ITS.

DEFINITIONS

Computer Management is a process to guide the planning, acquisition, operation and maintenance, renewal and disposal of computer assets.

Computer or Computer Asset in the context of this procedure includes but may not be limited to:

- Fixed computer device, e.g. servers, desktop computers
- Portable computer device, e.g. laptops, tablets, iPads

Asset Owner is the Unit Manager or Department Head or designated delegate who authorizes the purchase of IT Computer Assets with University funds and is responsible for the ensuring the accuracy of the ITS computer asset inventory.

Asset User is an individual assigned an IT Computer Asset to perform their job responsibilities.

RELATED DOCUMENTS

Policy No. C057 – Acceptable Use of Technology Policy

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