

General Equipment Refresh Guidelines

(Effective FY2017)

Equipment Refresh (students)

1. All new incoming freshman students will get a new Dell laptop of the published model.
2. Students are to use their laptop while they are in Berea and take the laptops after they graduate.
3. Students will have to return their laptops if they withdraw.
4. Students will pay for damages (plus a processing fee) or lost/stolen equipment (at a pro-rated cost).
5. Students will pay for any additional accessories they want.
6. Minor repairs covered by Dell warranty will be taken care of by IS&S.

Equipment Refresh (employees)

1. All new College employees will get a published model Dell laptop, along with a docking station, monitor, keyboard/mouse. The Dell laptops will be encrypted starting FY15-16.
2. All employee laptops are refreshed at a 4-year cycle. Other accessories will be refreshed when necessary. IS&S will automatically notify and schedule with users due for refresh.
3. IS&S will be responsible for all minor repairs of these equipment, as well as requests such as adding memory or increasing internal hard drive capacity.
4. Employees currently with a Mac will receive a standard Mac replacement with proper business needs.
5. Employees with different computing needs and require non-standard Dell or Macs models will require VP approval. The difference will be cost shared by the unit.
6. Employees needing to refresh sooner than the 4-year cycle should also obtain VP approval.
7. Employees needing all other accessories (cameras, monitors, software, etc.) should contact their unit directly and purchase with unit funds.
8. Employees needing smart devices should obtain VP approval and a funding account be provided. The purchase of smart devices will be handled by IS&S for inventory purpose.
9. Employees are responsible for their own data backups.
10. IS&S will provide workstations used by student workers or other employees.
11. Note that this refresh guideline does include PFE, even though PFE has its own funding process.