

## Lundquist College of Business Technology Guidelines

These Guidelines govern the purchase, support, use, and replacement of computers and related equipment within the College. These guidelines' main objective is to ensure that Lundquist faculty and staff have updated computing equipment that can be supported by the USS (User Support Services) staff and help them effectively and efficiently do their work in a secure and supported environment.

### UO Equipment Guidelines Statement:

1. The UO has implemented barcoding of capitalized, leased, and high-risk minor equipment, which includes all computers and associated peripherals. An updated equipment inventory will provide the UO with accurate and complete records for insurance coverage, compliance with federal reporting requirements, support of the UO's facilities and support of financial reporting. As such, all technology purchases must be handled by User Support Services.
2. The new guidelines and procedures have been developed in concert with feedback from campus users and are intended to streamline past practices and enhance the UO's ability to appropriately monitor its capital resources.

### College Purchases:

1. For any equipment that will be taken off campus (including laptops, and other portable devices) the user must have a signed Property Receipt Form on file with the support area (<https://inventory.uoregon.edu/help/property-receipts>).
2. Current standards for Operating Systems (OS) and applications will be determined by the UO Information Services Department for consistency of licensing and support. All devices will have current Antivirus software and will maintain an administrative account for University IT (Information Technology) administrative access. Users will be provided with the lowest level of privileges required to perform their job duties.
  - It is incumbent upon the recipient of the machine to work closely with IT on all software needs to determine if choices made can successfully run on the chosen platform.
3. All computers purchased with UO funds must be kept up to date with current security patches and anti-virus updates. University owned computers will be managed centrally and automated for both the OS and application security and software updates.
4. Faculty: Except for cell phones (or cellular services) which are not allowed, faculty may also purchase a small mobile device (such as a Surface or iPad) from PDA funds. Overall equipment purchases may not exceed three items (primary, secondary, plus one). All equipment will meet the guidelines listed in this policy.
5. Administrators and Staff: Unit directors, if funding is available within their approved budgets, may allow the purchase of one additional computer or iPad for staff as appropriate and tied to the work function. All equipment will meet the guidelines listed in this policy.

### General Guidelines (Primary Computer):

#### Tenure Track Faculty and Career Track Instructors (0.50 FTE or greater):

For primary computers, the College will provide:

- 1) For new hires, a new laptop (Apple or Dell) with up to two monitors, an ergonomic keyboard and mouse, a camera, and university-supported software. The maximum allocation for the initial system is \$3,500 unless otherwise approved.
- 2) All faculty may purchase additional supported software, or other items using their PDA funds.
- 3) Faculty may have up to two College-provided computers and may use their PDA to purchase a second computer (see below for more details).

- 4) Computer replacements will be done on a 4-year rotation cycle (unless significant issues occur). The maximum refresh allocation is \$2,200 (unless otherwise approved) since in most cases peripherals do not need replacement.
- 5) Replacements for faculty on sabbatical or LWOP (leave without pay) will be evaluated on a case-by-case basis.
- 6) Faculty working on agreed upon TRP assignments will not be provided the IT refresh funds but may use excess PDA and named appointment funds to purchase new computers and equipment if approved by the Senior Associate Dean.

#### Instructors below 0.50 FTE and Pro Tem Faculty:

One computer will be provided for part-time Instructors and pro tem faculty and will be PC-based running the current Windows OS. The basic computer for Instructors and pro tem faculty will be a laptop model PC with a standard size flat-screen monitor. Optional items (when approved by the department head) may include a second monitor. Instructors under 50% FTE and pro tem faculty with special computer equipment needs may submit special computer equipment requests to the ADFA for approval.

#### Graduate Employees:

Graduate employees will be provided with a new laptop (Dell or Apple) with a monitor, docking station (if needed), an ergonomic keyboard and mouse, camera, and university-supported software.

#### Administrators and Staff:

Computers for administrators and staff are provided through a centralized budget managed by the college. Program areas will follow the 4-year rotation cycle for replacement (unless significant issues occur). All computers purchased for administrators and staff will be, in most cases, a standard laptop PC running the current Windows Operating System. (Exception: Publications or other design, text, or video editing applications) and will include a dock (if required) and up to two external monitors, an ergonomic keyboard and mouse, and a camera. In rare cases, Apple machines may be purchased.

With remote work options, laptops are recommended as the primary machine. Units may not provide a second computer for remote work; however, they may provide a dock (if needed), an ergonomic keyboard and mouse, and a camera if budget allows.

#### Retirees:

Upon the completion of TRP assignment or retirement, faculty remaining actively engaged with the College (e.g., advising students, service assignments, publishing) may retain one computer. Evidence of engagement will be evaluated yearly by the Senior Associate Dean for Faculty and Research.

Per the guidelines listed above, systems over four years old will not be supported by the College and personally owned equipment will not be supported. All systems purchased with university funds are property of the University of Oregon and must be returned to Lundquist IS Staff for proper reassignment based on university regulations ([UO Property Control](#)).

### **General Guidelines (Secondary Computer)**

#### TTF or Career Faculty:

Secondary faculty computers may be either a PC or Apple laptop or desktop. Computers that may be purchased with the funds are as follows:

- 1) A PC based computer and monitor (currently standardized on Dell equipment) running the current

Windows Operating System.

- 2) A Mac background on an Apple computer or laptop and monitor running the current Apple operating system. Virtualization software will not be supported on Apple machines.
- 3) All costs will come from the faculty member's PDA allocation.
- 4) Secondary replacements are allowed on a 4-year rotation (unless significant issues occur).

### **Return Policy**

All equipment purchased with University of Oregon (UO) money which includes all Professional Development Account funds (PDA), State of Oregon funds, and or UO Foundation funds belongs to the UO and is subject to all laws, rules, regulations, and policy established by the UO and the Lundquist College of Business (Lundquist). **Whether primary or secondary purchase, in each refresh cycle faculty must return their oldest University purchased system for redeployment or surplus.**

### **Update Requirements**

Mobile or offsite computers must be connected to the University of Oregon network at least monthly for security patches and antivirus updates. Computers connected via a high-speed internet connection and the UO VPN will receive their updated security patches and anti-virus updates automatically. Computers not connecting to the UO VPN must be returned to the USS support unit regularly for security and anti-virus updates.

Faculty computers that are out of warranty will NOT be supported by USS. The faculty member can choose to pay for hardware support from their PDA. Support for systems not under warranty is available at the IT Help Desk in the EMU (Erb Memorial Union). Personal equipment, regardless of use, will not be supported by USS.

### **Use of Personally Owned Devices:**

Employees should be provided with the proper equipment necessary to perform their job duties, and all University employees should perform their job duties on university-owned equipment. However, employees electing to use equipment not owned by the University will be expected to follow the guidelines listed below. Departments or employees opting to use non-University equipment to perform their job functions will be responsible for the security, confidentiality, and availability of University data and will be responsible for any legal or financial issues arising from the compromise of that data. College IS staff are not authorized to work on personally owned devices under any circumstances.

- All University business should be conducted on university owned and managed devices whenever possible.
- Any unit or individual not using University provided technology will be responsible for the security of the system accessing University data and for securing any data residing on that system. This includes running a current operating system (including system patches), running current malware/antivirus software, and adhering to best practices regarding passwords.
- All electronic devices including personal computers, smart phones or other devices used to access, create, or store University Information Resources, including email, must be password protected in accordance with university requirements, and passwords must be changed whenever there is suspicion that the password has been compromised.
- University Data created or stored on a User's personal computers, smart phones, or other devices, or in data bases that are not part of University's Information Resources are subject to Public Information

Requests, subpoenas, court orders, litigation holds, discovery requests and other requirements applicable to University Information Resources.

- Any personally owned computing devices on which Confidential University Data, including FERPA data, is stored or created must be encrypted.
- University Data created and/or stored on personal computers, other devices and/or non-University databases should be transferred to University Information Resources as soon as feasible.
- All remote access to networks owned or managed by University or System must be accomplished using a remote access method approved by the University or System, as applicable.
- Software licensed to the University of Oregon is to be run only on university owned systems unless an exception is noted. Notably, SPSS and Adobe products are licensed for use on non-University devices.