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<b>Name:</b>	<b>Computer Desktop "Evergreen" Program</b>
<b>Policy Number:</b>	2-2005
<b>Origin:</b>	Information Technology Systems and Support (ITSS)
<b>Approved:</b>	August 8, 2000
<b>Issuing Authority:</b>	Vice President, Administration
<b>Responsibility:</b>	Director, Information Technology Systems and Support (ITSS)
<b>Revision Date:</b>	March 1, 2010
<b>Effective Date:</b>	March 1, 2010

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## 1. Purpose

Saint Mary's University provides leased desktop computing resources to faculty, staff, and students through the Evergreen Program. The PC desktop computer is the University standard. This policy defines the usage, conditions and approval processes of the program.

## 2. Policy

### Desktop Evergreen Program-Principles

- The University will provide a **standard PC desktop computer** for all permanent full-time faculty and staff that operates at a minimum university standard as set by ITSS after consultation with key end-users. The standard will be reviewed annually and adjusted accordingly. The computers will be **leased** and will be **replaced every three years**. Units that do not currently meet the minimum standard will be replaced or upgraded.
- The University will provide a standard PC desktop computer in teaching and student access areas such as classrooms, computer labs, graduate student spaces, and kiosks. The standard and locations will be set by ITSS after consultation with key stakeholders. The computers will be **leased** and will be **replaced every three years**. The standard will be reviewed prior to replacement under the leasing cycle.
- The University may provide a standard PC desktop computer to other needs as determined by Deans, Senior Administrators, Financial Services, and ITSS. This would include part-time faculty offices, part-time staff, and other areas where a need is identified. These requests will be approved on a case by case basis.
- The Evergreen Program must operate within a funding envelope. This funding envelope will be a consideration in determining the standard desktop computer configuration and deployments beyond full-time faculty and staff, classrooms, and computer labs.
- Units displaced by installation of a new desktop will be collected by ITSS for redeployment or disposal as appropriate.

- Leased computers are not owned by the University and may not be modified by end users. ITSS is authorized to implement limited modifications under special circumstances. Costs of modifications will be borne by the requesting department.

### Extraordinary Computing Equipment

- Extraordinary computing equipment (e.g. research grants or special needs) will be handled on a case by case basis. These computers may be purchased or leased depending on the case. For example, a computer needed for research will still be purchased using research grant funds if these grants include allowance for technology. These requests are to be channeled through the Dean (Faculty), or Senior Administrator (Staff).
- Laptop technology is a special consideration. New Faculty or staff members requiring a laptop computer shall provide justification to their Dean (Faculty) or Senior Administrator (Staff). With the Dean's/Senior Administrator's approval and written request to ITSS, a laptop may be provided within the Evergreen allocation.

Current Faculty and Staff with Evergreen leased PC's may migrate to laptop technology when their PC lease expires, with the same approval process. Requests to move from a leased PC to a leased laptop must be received by ITSS no later than November 30<sup>th</sup> preceding the expiry of the desktop computer's lease.

- Macintosh technology is a special consideration. Departments that currently rely on a Macintosh platform will be supported at the current standard for Macintosh platforms, or they can choose to migrate to the current PC standard. The Macintosh standard will be reviewed annually and adjusted accordingly by ITSS after consultation with key end-users. Beyond these areas, new faculty members requiring a Macintosh laptop or desktop shall provide justification to their Dean. With the Dean's approval and written request to ITSS, a Mac desktop or laptop may be provided within the Evergreen allocation.

Current faculty with Evergreen leased PC's may migrate to Macintosh technology when their PC lease expires, with the same approval process. Requests to move from a leased PC to a leased Mac must be received by ITSS no later than November 30<sup>th</sup> preceding the expiry of the desktop computer's lease.

Normally Macintosh technology will not be deployed to Administrative departments. Should an operational requirement for a Macintosh be identified, the appropriate Executive Management Group member must approve the request prior to being sent to ITSS. To be eligible for the Evergreen program, such requests must be received by ITSS no later than November 30<sup>th</sup> for deployment in the following year.

- Should a faculty or staff member determine that they no longer require a laptop or Macintosh computer, they may return to the standard PC at the end of the lease. Requests to move from their leased laptop or Macintosh to a leased standard desktop computer must be received by ITSS no later than November 30<sup>th</sup> preceding the expiry of their current equipment's lease.