Saint Mary's University

Computer “Evergreen" Program

1. Preamble

This Policy governs the usage, conditions and approval processes of the Evergreen Program, administered by Enterprise Information Technology (EIT).

2. Purpose

2.1 Saint Mary’s University provides computing devices that are leased by the University for use by faculty, staff, and students through the Evergreen Program.

3. Jurisdiction/scope

3.1 The Computer Evergreen Program is managed by EIT, which is responsible for lifecycle management, scheduled replacement, and deployment of university-owned computing devices that support teaching, learning, and administrative operations.

3.2 The Computer Evergreen Program governs the provisioning and scheduled replacement of computing devices assigned to:

a. Full-time faculty members
b. Full-time administrative and support staff
c. Permanent employees
d. Shared Student Computing Spaces in university-operated student access areas, including:
    - General-purpose computer labs
    - Departmental student computer labs
    - Open-access student computing areas
e. Classroom Technology Computers, including:
    - Instructor podium computers
    - Other computing devices essential for classroom instruction

4. Definitions

Replacement Cycle – the timeframe under which devices are routinely replaced through the Evergreen Program, determined by EIT from time to time.

Computer Asset – A university leased computing device approved for inclusion in the Evergreen Program. Evergreened technology is identified by "Property of Saint Mary's University" asset stickers.

End User – Faculty, staff or authorized individual assigned primary use of an eligible device.

Assigned Computer – A university leased computing device assigned to a specific faculty or staff member for the performance of their job responsibilities

Standard Computer Configuration – the hardware, software, security settings and operating environment approved by EIT as the baseline specification for computers deployed through the Evergreen Program.

5. Policy

5.1 Evergreen Program Principles

a. The Evergreen Program must operate within an approved funding envelope. This funding envelope will be a consideration in determining the standard computer configurations and deployments beyond full-time faculty and staff, classrooms, and computer labs.
b. Units displaced by installation of a new computer will be collected by EIT for redeployment or disposal as EIT sees fit.
c. Leased computers are not owned by the University and may not be modified by end users. EIT is authorized to implement limited upgrades under special circumstances. Costs of upgrades will be borne by the requesting department.
d. Leased computers must be voluntarily returned to EIT on time to avoid the university paying overage charges.
e. The computers will operate at a minimum university standard configuration as set by EIT in consultation with key stakeholders.

f. Computers will be replaced every four years.
g. Leased assets under the Evergreen Program are tracked in the University's asset tracking system by unique serial number.

5.2 Equipment

5.2.1 Assigned Computers:

- The assigned individual responsible for a computer will be documented in the university's asset tracking system. It is the assigned individual's responsibility to notify EIT if/when the assignment of the device changes or the computer ceases to be used.
- Individuals are responsible for ensuring the appropriate protection and security of computer assets assigned to them and the privacy of data stored on them.
- Endpoint security of computer assets provided through the Evergreen Program will be reviewed, managed and updated by EIT, including but not limited to antivirus, and user-policies.
- The University will assign a **standard PC laptop computer** to all permanent full-time faculty and staff requiring a laptop to fulfil position responsibilities.
- Desktop technology for assigned use is a special consideration. Faculty or staff members requiring a desktop computer shall provide justification through their Dean (Faculty) or Senior Administrator (Staff). With the Dean's/Senior Administrator's approval and written request to EIT, a desktop as opposed to a laptop may be provided within the Evergreen Program.
- Apple technology (referred to as Mac or iMac) is a special consideration. Faculty or staff members requiring a laptop or desktop operating on the Apple iOS shall provide justification through their Dean (Faculty) or Senior Administrator (Staff). Personal preference is not a justification. With the Dean's/Senior Administrator's approval and

written request to EIT, a Mac or iMac may be provided within the Evergreen Program.

5.2.2 Common Areas:

- 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 locations will be set by EIT after consultation with key users.
- The University may provide a standard PC desktop for other needs as determined by Deans, Senior Administrators, Financial Services, and EIT. This would include part-time faculty offices, part-time staff, student employees, and other areas where a need is identified. These requests will be approved on a case-by-case basis.

5.2.3 Associated equipment:

- Each laptop will be accompanied by a docking station, which is subject to return on the same leasing schedule.
- Each PC desktop will be accompanied by a monitor, keyboard and mouse which are subject to return on the same leasing schedule.
- Additional monitors or peripheral equipment (keyboards, mice, speakers, microphones, cameras etc.) are the responsibility of the end user department to purchase and maintain.

6. Related Policies, Procedures and Documents

6.1. Policies

- Policy on Information Technology (Policy2-2004)
- Privacy Policy (Policy 12-003)
- Flexible Workplace @ SMU Policy (Policy 6-2024)

Additional Approval Information

a) **Policy Number:** 2-2005
b) **Approving Authority:** Chief Information Officer
c) **Approved:** August 8, 2000
d) **Responsible Office:** Enterprise Information Technology
e) **Responsibility:** Chief Information Officer
f) **Revision Date(s):** February 1, 2026, March 1, 2010
g) **Supersedes:** Not applicable
h) **Next Required Review:** February 1, 2029