Information Systems
2/27/2012

Information for Supervisors and Department Heads

1.0 Purpose
The IS Department has developed this document to help supervisors and department heads better understand computer replacement procedures. This document will define how departments prepare their budget, request service, and use computers in their daily operations.

2.0 General Procedures

- Standard desktop and laptop computers are considered obsolete and eligible for replacement after 5 years of service.
- Obsolete desktop and laptop computers are budgeted for replacement annually by the IS Department.
- The IS Department will notify each department of their annual computer replacement schedule.
- Obsoleted computers that are not being utilized will be removed from service and not replaced.
- IS Department will help specify, order and install all replacement/new computers for each department.
- Annual computer specifications and prices will be posted on the Intranet.
- Computers should stay with the position and location they were purchased for. You must request a computer to be moved to another position or between locations.
- Only one computer is assigned to a position.

2.1 Replacement *standard* **desktop computers** are annually budgeted by the IS Department. Replaced components include the main computer, keyboard, and mouse. A replacement does not usually include a new flat panel monitor. Most monitors are replaced as needed by the IS department. Each department should budget for any additional monitors in their own Data Processing account. (Example: Dual screen setup)

2.2 Replacement *standard* **laptop computers** are annually budgeted by the IS Department. *Note: Obsolete laptop computer may be replaced with desktop computer if a mobile need is not justified.*

2.3 Replacement *GIS* **workstations** are budgeted for by the IS Department. GIS computers are purpose built and are upgradable; therefore they may not require replacement every 5 years.

2.4   <u>**Additional** *standard* **desktop and laptop computers**</u> should be budgeted by each department. The IS Department will then budget its replacement 5 years out. Budget figures for equipment are posted on the Intranet. *Note: This is for new positions or where an existing position now requires a computer.*

2.5   **Additional and replacement** *special purpose* **computers** (iPads) are annually budgeted by each department. The IS Department will be responsible for specifying and supporting, but not servicing special purpose computers. A special purpose computer can be considered a standard computer if it is the sole device used and is essential to job function. (Example: City Council iPads).

2.6   **Exceptions to procedures:**

- An unused (but not obsolete) computer can remain within the department if there is a justified reason. Examples would be; the computer will be used for training, the user is out on leave, or a new person is expected to be assigned the computer within 6 months. Otherwise the computer will be considered a replacement computer within the same department.
- An unused obsolete computer can be left in a department for special use only. However, it must remain off the network (not connected via wire or City of Newton Secure wireless). The IS Department is not responsible for its service, support or replacement.
- Vendor supplied and grant computers may be exempt from annual replacement due to special requirements.
- Computers can be shared by multiple users, but each user should login separately.