Title: One Computer Policy

Background: Computers are essential to fulfill Lewis-Clark State College's (LC State's) mission. Managing and maintaining these computers requires financial and personnel resources.

Point of Contact: Director of Information Technology

Other LC State offices directly involved with the implementation of this policy, or significantly affected by the policy:

Date of approval by LCSC authority: August xx, 2024

Date of State Board Approval: N/A

Date of Most Recent Review: August xx, 2024

Summary of Major Changes incorporated in this revision to the policy: This is a new policy.

1. **Philosophy**

   Providing a dedicated computer for each employee of LC State is designed to maximize productivity. This approach emphasizes fiscal responsibility while ensuring data security, consistency of operations, and accommodating flexible work arrangements. By providing the proper hardware and software, LC State will foster a sustainable, supportable, and secure work environment while aligning with the needs and roles of employees.

2. **Definitions**

   Computer: Computers in this policy refer to workstations, desktops, and laptops (notebooks and two-in-one devices).

   Computer lifecycle: This refers to the entire usable life a computer system from its initial acquisition and deployment to its eventual retirement and disposal. A computer is required to be retired when it has reached the Original Equipment Manufacturer (OEM) declared end-of-life.

   Docking Station: A docking station refers to an external device that allows a laptop computer to be connected to monitor(s) and external devices through a single cable or connection point.

   End-of-Life (EOL): This is the point at which a computer will no longer receive system security and operational support or updates and will be replaced. For desktops and laptops purchased and supported by LC State, this is defined as seventy-two (72) months after date of purchase. On rare occasions, as ordered by the OEM, this time limit may be shortened to sixty (60) months.

   NOTE: Tablet devices, including Apple iPads, Samsung Galaxy Tablets, Amazon Fire or Kindle, or reMarkable Tablets are not covered by this policy.

3. **Policy**

   A. Acquisition of a Computer

   The computer purchase will be decided in consultation between IT and the department supervisor. When mobility may be required, a laptop with a docking station will be issued for the employee's use. In some cases, two docking stations may be issued to an individual employee to allow for a productive work environment across two assigned areas.

   B. Replacing a Computer

   Employees requesting a new or different computer will return their original computer to the IT department. All computers returned to IT will be evaluated to see if they have reached End of

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SECTION: 1.0 General

SUBJECT: One Computer Policy

Life. If the device has remaining life, it may be reallocated in consultation between IT and the Purchasing Department.

C. Exceptions

Vice presidents or the president with agreement of the IT director, may grant exceptions to this policy if they agree it is an appropriate resource allocation. Criteria to be considered in this evaluation include, but are not limited to the following:

o age of the computer and anticipated maintenance of older hardware,

o ability of designated equipment to complete the work tasks required,

o specialized need to retain older hardware to support expensive or critical equipment,

o whether an upgrade can fulfill the projected need for a new computer, and

o increased security vulnerabilities of operating older hardware/software.

NOTE: This policy does not prevent the purchase of a computer using grant funds (if the computer was specifically listed among the expenditures when the grant was approved) and funding provided to faculty or staff pursuant to the signed agreement.

4. **Authority**

Idaho Technology Authority (ITA)is authorized by Idaho statute, [Title 67, Chapter 57.1](#)

ITA's directives are relevant to Lewis-Clark State College because of the [definition included in the statute](#).

Description of ITA: (https://ita.idaho.gov/the-ita/)

List of ITA policies: (https://ita.idaho.gov/resources/)

ITA Policy [P1060 – Employee State-Issued IT Device](#)

5. **Questions**

Requests or questions related to this policy should be directed to the director of Information Technology.