



POLICY AND PROCEDURE STATEMENT

SUBJECT: Desktop Computer Evergreen	CATEGORY: Operations & Administrative Services - Information Management	NO. 803
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PREAMBLE

Computer hardware has a limited lifespan. To ensure Saskatchewan Polytechnic can provide a computing environment that is sustainable, consistent, reliable and technically current, a defined computer replacement and deployment policy is required.

The purpose of this policy is to define the requirements for the management and replacement of all computers.

POLICY

1. Acquisition and Replacement of Computers

- 1.1. All computers at Saskatchewan Polytechnic will be acquired and managed by ITS.
- 1.2. The Evergreen program is for replacement of existing computers only. Funding for new computers resulting from new Operating Capital Plan initiatives must be acquired through the Operating Capital Plan process.
- 1.3. Replacement of individual computers will occur on a regular five (5) year Evergreen cycle. The fiscal year in which a system reaches its 5th year anniversary will be used to determine the end of the Evergreen cycle for the computer.
- 1.4. Exceptions to this policy may be made for those program or administrative departments where requirements dictate that computers be replaced at a different rate. These exceptions require approval of the Director Client and Infrastructure Services ITS or designate.
- 1.5. All desktop computers will be acquired in accordance with Saskatchewan Polytechnic procurement policies and will conform to current acceptable minimum standards.
- 1.6. Computers may be retained beyond the 5 year cycle providing the system is used with specialized equipment or software. These systems will not be connected to the

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Saskatchewan Polytechnic network nor will they be serviced by ITS. These systems will be excluded from future Evergreen cycles.

2. Upgrading and Repair of Desktop Computer

- 2.1. Computer upgrades will not be performed except as required to support unforeseen or vendor mandated changes to software requirements that may render the device unsuitable for its original intended purpose prior to the end of its five year life span. In such cases the upgrade or repair cost will be the responsibility of the department or program.

3. Redeployment of computers

- 3.1. All redeployments will be managed exclusively by ITS. Decisions on disposal versus redeployment are the sole discretion of ITS based on institutional business needs.

Scope

This policy applies to all programs and divisions in Saskatchewan Polytechnic.

DEFINITIONS

Computer

For the purposes of this policy, the term computer references desktop and laptop computer systems only. Servers, workstations, tablets, iPads and associated peripherals are exempted from Evergreen.

PROCEDURES

1. Every program and department within a school or division will provide a contact name to act as a liaison with ITS in support of the Evergreen process.
2. Computer requirements, schedules, deployments and redeployments will be determined through a series of Evergreen meetings. Meetings to determine academic lab requirements will be held each spring. Meetings to determine non-lab requirements will be held each fall.
3. ITS will coordinate acquisition and deployment schedules with procurement and the appropriate program and division.

RELATED POLICIES/DOCUMENTS

APPLICABLE LEGISLATION OR REGULATIONS

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AMENDMENT HISTORY

- 1. Original issue date: May 8, 2007
- 2. Revision dates(s): March 4, 2015
- 3. Scheduled review date: March 4, 2020

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