



POLICY STATEMENT

Policy Name	Desktop Computer Evergreen		
Policy #	803	Category	Information Management
Policy Sponsor	Associate Vice-President, Information Technology Services	Previous Revision Date	May 8, 2007
Policy Approved by	President & CEO	Issue or Revision Date	March 4, 2015
Procedures Approved by	CFO & Vice-President, Administrative Services	Review Date	March 2020

See the related [PROCEDURES](#).

PURPOSE

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.

SCOPE

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

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 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.

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.