

UC Staff Home Use of Recycled Computers

Rationale:

Access to digital tools at home provides computer professionals with additional hands-on time that can help build skills used on the job. Access to an up-to-date PC helps ensure access to trouble reports, e-mail, and network resources from home. University Computing staff have special responsibilities and user-support expectations that constitute a unique need for computing equipment.

Policy:

Computers being removed from the inventory as a result of the replacement cycle may be requested for home use by any staff member of University Computing.

Each employee is limited to no more than one computer per year under this policy, and any computer previously acquired must be surrendered when a replacement is received or when the staff member leaves University Computing employment.

The computer cannot be re-sold and is for use of the employee and his family only.

The employee is responsible for removing all University-licensed software, and purchasing any hardware (such as a modem card) and software as may be needed for home use.

Procedure

Employees desiring to acquire a computer under this policy must send a request in writing or by e-mail, describing the system desired, to the Office Manager, who will update the appropriate entry in the hardware inventory. A copy of the request should be sent to the head of the Technology Integration Group. Equipment will be made available on a first-come, first-served basis, served ONLY from systems no longer of use to the University.

Approved 26 June 2002

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Modified and Approved 20 July 2005

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