Comments/Background:
The College of Education provides many and various information technology resources for use by the College of Education faculty, staff, students and other members of the community to support its educational mission. The use of these resources must be consistent with the goals of the college. All members of the College of Education community are expected to act responsibly and to follow the college’s guidelines, policies, and procedures in utilizing information technology and electronic networks accessed by such technology. All rights granted are also governed by the regulations of the College of Education, Minnesota State University, Mankato, the Minnesota State Colleges and University System (MnSCU), and local, state and federal laws. See http://www.mnscu.edu/board/policy/522.html for the MnSCU policy on acceptable usage.

The College of Education’s Dean or his/her designee will maintain a record of computer equipment to include the make and model, processing speed and memory capability, date purchased and designated user. This inventory will be generated by each department or office. This computer equipment inventory will be updated at the end of each academic year in early spring semester to inform the dean’s decision making regarding expenditures for equipment and to ensure appropriate distribution of resources.

Policy Statement:
The College of Education will provide faculty, staff, and when applicable, student workers with computers that meet the standards set by Minnesota State University, Mankato. See http://www.mnsu.edu/its/started/standards/ for current standards. The College of Education recognizes that rapid changes in technology require continuous upgrade and replacement of computer equipment to facilitate access to information resources. The College of Education plans for the replacement of computer equipment on a schedule in keeping with the best practices of the industry, subject to budget constraints, at the end of the third year of use.

Procedure for Equipment Replacement:
Faculty or staff requesting an upgrade at the end of their three-year cycle must follow the procedure listed below.
1. The COE Dean’s Office sends an Equipment Request List to chairs and their administrative assistants by late January of every year.
2. Requests for new equipment must be placed on this list. The Department is responsible for filling out the form and prioritizing their list.
3. The List is sent in to the Dean by the due date. Requests for equipment received after this date will not be honored.
4. The Dean prioritizes the list and notifies the departments of the allowable purchases.
5. The department has 3 months to make their purchases.
Procedure for Upgrades Before 3-year Cycle:
Faculty, staff and, when applicable, student members of the College of Education community may request a hardware upgrade before the 3-year replacement cycle is up. Subject to budget constraints, computers will be upgraded before that time if necessary to:

1. Accommodate software releases/upgrades to the Minnesota State, Mankato system
2. Fulfill programmatic/research and Article 22 needs.
3. Ensure the ability to meet basic desktop needs for information technology within the College of Education and Minnesota State University, Mankato.

In this instance, a statement of programmatic instructional needs will be developed by the faculty/staff/community member in consultation with IT Services stating computer requirements/upgrade needed. This statement should include: faculty/staff name, date required, programmatic/research and Article 22 requirements unable to be met currently, rationale, basic upgrade requirement, costs of upgrade/replacement, faculty signature, and department chair signature. Department chairs will forward these statements on to the Dean.

Procedure for Replaced Computers:
Departments will determine reallocation of replaced computers within the department. If the computer is no longer needed by the individual or department, the department will notify the dean’s office of the availability of this resource (computer) for further reallocation within the College of Education or sent to surplus. Per IT policy, any time a computer is reallocated to another individual it must be placed in the IT staging room process for scrubbing.