

VIRGINIA MILITARY INSTITUTE
Lexington, Virginia

GENERAL ORDER)
NUMBER 29)

26 August 2013

Desktop Computer Replacement Policy

1. Purpose: The Desktop Computer Replacement Policy establishes a six year replacement cycle, or replacement due to technology obsolescence, as determined by the IT Department, for all personal computers, and centralizes computer purchases. The benefits of the replacement cycle are to:

- 1) Maintain the level of computer hardware technology in all areas of the Institute;
- 2) Reduce VMI's total cost of ownership for desktop computing devices;
- 3) Create a more efficient maintenance and installation procedure; and
- 4) Improve manageability of computer assets on Post.

Centralized personal computer purchases allow all departments the opportunity to upgrade equipment on an Institute-wide level. New employee or mid-cycle computer acquisitions and peripherals will be purchased from departmental or other available funds.

Notebook, laptop, or tablet computers are included in this policy when the user does not have a traditional, desktop computer. All other notebook, laptop, and tablet computers are outside the scope of this policy.

2. Policy Outline:

1. Replacement computer purchases/leases are budgeted and purchased through the IT Department. Individual desktop replacement computer purchases by departments are prohibited.
2. Standard computer models will be used. Typically the standard model will exceed all requirements of faculty and staff. The standard models include a traditional desktop computer configuration and a virtual computer. (Virtual computer: A computer without a local hard drive. All applications are launched from a server.) The virtual computer will substitute for a traditional computer where the technical requirements of the individual do not necessitate the need for a traditional computer. The virtual computer is the preferred model as it is more reliable, less costly to acquire and maintain. The IT Department will work with individuals to configure standard desktop computers with various options including more memory, hard disk size, optical disk types, and other variations as long as the hard disk "image" is unchanged. (Image: A software replica of a newly loaded hard drive compressed into a file. The image file contains the software configuration listed in the "software rebuild" definition. A software rebuild done by an image can be accomplished in a short period of time.)
 - a. Any acquisitions other than the standardized model must be justified by a written proposal to the Director of Information Technology. The proposal should indicate why the standard model will not work. The Director of Information Technology has approval authority over such exceptions.
 - b. When a computer is replaced a brand new unit is not guaranteed.

- c. Computer “trickle down” - the practice wherein one individual receives a new computer and deploys the old computer to another individual - will occur under special circumstances. Requests for “trickle down” computers will be justified by a written proposal to the Director of Information Technology, who will work with the Department Head to facilitate the request.
3. Monitors will be replaced as needed.
4. Special-use computers connected to the network could be replaced by “trickle down” computers. Certain computers may be deemed outside the scope of this policy if the computer is not used as the production computer of a faculty or staff member and is used entirely for a specific function such as controlling a piece of equipment or monitoring control systems.
5. Special-use, non-network connected computers are outside the scope of this policy.
6. All computers that reach their end of life cycle are returned to Information Technology for proper disposal in accordance with Commonwealth policies.

FOR THE SUPERINTENDENT:

James P. Inman
Colonel, USA (Ret.)
Chief of Staff

DIST: E

OPR: IT