KENTUCKY STATE UNIVERSITY

Policies and Regulations

REGULATION TITLE:
Computer Replacement

APPLIES TO:
Students, Faculty, and Staff, and all others who use KSU-issued computers

ADMINISTRATIVE AUTHORITY:
Chief Information Officer (CIO)
Department of Information Technology (IT)

APPROVED BY:
Kentucky State University Board of Regents

EFFECTIVE DATE:
August 8, 2025

NEXT REVIEW DATE:
August 8, 2028

REGULATION STATEMENT:

This regulation governs the lifecycle management of university-owned computers. It establishes hardware standards, replacement cycles, and user responsibilities to ensure an efficient, secure, and supportable computing environment across Kentucky State University (KSU).

DEFINITIONS:

Standard Hardware
Specific models of computers that are fully supported by the Department of Information Technology (IT) to ensure network compatibility and optimize support.

Replacement Cycle
The planned timeframe for replacing KSU-owned computers to ensure faculty, staff, and students have access to sufficient computing resources.

PROCESS:

Replacement Strategy and Goals

- **Replacement Cycle:** As funding allows, KSU's strategy is to replace desktop computers every five (5) years and laptop computers every four (4) years.

- **Program Goals:** The goals of this program are to:

  - Ensure full-time faculty and staff have access to computers that can sufficiently perform their work-related responsibilities.

  - Ensure appropriate computing resources are available in KSU student labs.

  - Establish a centralized budget for providing basic computing resources.

  - Implement and maintain minimum hardware standards to increase supportability.

  - Streamline the acquisition, deployment, and disposal of equipment.

Hardware Standards

To maintain a reliable and efficient computing environment, all KSU-owned computers must meet the hardware standards established by IT. All purchase requests must comply with these standards to be approved.

Issuance of Computers

- Each full-time KSU faculty and staff member will be provided one standard computer (laptop or desktop) for their work use.

- If more than one device is needed, the employee must obtain written approval from their department director or unit lead. The fulfillment of such requests is contingent on the availability of funds.

Employee Separation

- All computers are the property of KSU.

- If a faculty or staff member leaves the university, their assigned computer must be returned to IT or Human Resources on or before their last day of employment.

- IT will reset the returned device, update the university inventory, and reassign it if the position is to be refilled.

Enforcement

Violation of this regulation, or refusal to cooperate in an investigation of a violation, may result in disciplinary action, including but not limited to, loss of data access privileges, administrative sanctions, termination, and personal civil or criminal liability.

REFERENCES AND RELATED MATERIALS:

- Appropriate Use of Technology Policy

CONTACTS:

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HISTORY:

Revision Type	Date of Issuance/Revision	Drafter(s)/Editor(s)
Issued (New Policy)	March 2014	Unknown
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