



## SUMMARY

The purpose of this plan is to ensure the timely replacement and implementation of technology will occur in a planned, funded and organized fashion, for all academic and administrative areas. The primary goal of the University Technology Replacement Plan is to ensure core technology is available to meet the teaching and learning mission and necessary to the operation of the university, occurs on a regular and systematic cycle.

### Additional Goals:

- Stabilize and centralize costs associated with technology,
- Standardize campus equipment replacement lifecycles,
- Reduce costs of procurement and overall maintenance; and
- To effectively and efficiently provide centralized desktop support services.

## OPERATIONAL CYCLE

A five (5) year standard replacement schedule for office computers, monitors, tablets, scanners and high volume printers is established by this plan. This schedule or cycle may be affected or altered by technology evolution and availability of technology warranty periods.

Information Technology in conjunction with applicable departments is responsible for technology, design, vendor identification, proposal negotiations, centralized approval, and inventory/disposal timeliness. As required by the Office of Management and Information Systems [Information Security Policies, Procedure, Guidelines](#), individuals are responsible for the immediate reporting of lost or stolen equipment, divisions may be required to fund replacement value of equipment lost, stolen or damaged through negligence.

## COMPONENTS INCLUDED

Equipment covered under this policy includes:

1. All standard OSU-Oklahoma City owned computing systems and software used by faculty, staff and students labs to perform duties associated with the business operations and instructional activities of the University.
  - a. Desktop systems include:
  - b. Computer
  - c. Keyboard
  - d. Mouse
  - e. Dual Monitors
  - f. Scanners as applicable
  - g. Tablet
  - h. Phone
  - i. Standardized software includes all operating systems and desktop productivity software



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2. Classroom technology for instructional and open-lab environments including:
  - a. Computer
  - b. Keyboard
  - c. Mouse
  - d. Monitor – dual as applicable
  - e. Software both operating and productivity
  - f. Projectors
  - g. Multichannel display technology
  - h. Overhead camera as applicable
  - i. Distance learning as applicable
3. Network printers
  - a. Excludes paper and toner
4. Kiosks
5. Audio-visual equipment
6. Network systems hardware and software
7. Network servers, support technologies and software

## COMPONENTS NOT INCLUDED

The following items are not covered under the general Technology Replacement Plan.

1. Non-university owned technology
2. Specialized desktop printers or peripherals
3. Consumable supplies
4. Department procured components including keyboard, mouse, specialized monitors, or third party supplied equipment
5. Specialized instructional equipment

## RESPONSIBILITIES

The mandatory technology inventory is utilized to drive replacement schedule. Hardware and software identified at the end of the five (5) year cycle will be evaluated.

1. Affected users or departments will be notified and consulted to determine replacement need, assessment, procurement and scheduling.
2. New equipment will be inventoried, operations verified, training provided and implemented.
3. Information Technology will ensure timeliness and accuracy of disposal.

Additional change drivers may be identified including a significant change of technology and security operations and competitiveness. Priorities and process adherence is based upon funding availability. In addition program change requiring equipment modification will affect the standard process. All processes must follow the policies of Oklahoma State University, and those of the State of Oklahoma Office of Management and Information Systems Information Security Policies, Procedure, Guidelines.