

Information Technology Roll-down Policy

Objective of this policy:

- The aim of the University is for each employee to have an appropriate computer on his/her desktop where it is required.
- The I T Division's policy to support computers of specific specifications requires that computers not meeting this criteria need to be removed from the asset register and where necessary, disposed of.
- This is in agreement with the recommendation made at the ITSC meeting of 20th May 1999.

Policy Level:

Policy Group: Information Technology Steering Committee

Revision Reference Number:

Policy Reference Number:

Commencement Date:

Review Date:

Related Legislation:

Information Technology Division Support Policy

Responsibilities:

All users of university computer facilities are affected by this policy, except the Information Systems and Computer Science Departments who have their own roll-down policy.

Compliance with the Policy : Support Manager, Information Technology

Monitoring and evaluation of the Policy: Information Technology Steering Committee, Director, Information Technology and Support Manager, Information Technology.

Development and Revision of the Policy : Support Manager, Information Technology

Final Approval : Senate on recommendation from the Information Technology Steering Committee.

Why a Roll-down Policy?

- To ensure that the Universities resources are utilized more effectively.
- To assist departments which do not have sufficient funds allocated to them for capital equipment.
- To assist departments who are in sudden need of a computer eg. New staff member, computer suddenly needs replacement etc.
- To assist departments whose requirement is not a state-of-the-art computer.

How the policy is implemented

The I T Division maintains records of current and historical computer allocations. These records are used to decide on the most effective way of allocating computers when they become available.

From these records a picture can be obtained of which departments are in need of replacement computers. At the same time, when new computers are obtained, it becomes

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possible to reallocate the machines being replaced to other areas of the University. In this way it is possible to proactively clear old equipment.

Criteria

All computers purchased with Rhodes funds are affected by this policy. Computers purchased with outside funds (eg NRF/HSRC) are also subject to roll-down but the department “owning” the computer has the first right of refusal.

The IT Division will determine, from time to time, the age and specification of the machines that can no longer be supported and which will be candidates for being removed from the asset register.

The computers affected by this will be replaced by computers newer or better computers that are rolled-down from computer laboratories or by other machines obtained by staff that have otherwise acquired computers, either through purchase of new computers or through the roll-down procedures.

Computers that are being replaced must be returned to the IT Division for re-allocation or to be written off the asset register, whichever is relevant. Where departments decide to roll-down within the department, a computer that is too old, according to the IT Division specification, should not be rolled down because it will not be supported by the IT Division. It must be returned to the IT Division for disposal. However, if the departments specific needs are such that a unsupported computer would meet these needs, this must be conveyed to the IT Division (eg. Print servers).

Computers for off-campus use

Computers to be used for off-campus use will be supplemented by computers that have been written off. The IT Division will not support off-campus computers for any reason. Computers that are on the asset register are not permitted to be used for off-campus use and are not covered by the university’s insurance policy.

No computers may be kept in the department for spares, student or home use etc without the knowledge and approval of the IT Division.

Procedure for request of a roll-down computer:

The department requesting a computer should fill in a “Computer Request” form (attached), stipulating on this form the asset number of the machine they intend to return to the IT Division and specify the requirements of the replacement machine.

The IT Division will determine the date of purchase of the current computer as well as the following:

- whether the current computer being used should be written off
- whether there is a replacement computer available that meets the specified requirements.

Purchase of new computers:

Departments or Divisions who have been granted funds to purchase a new computer must follow the same procedure as above. The IT Division will assist in ascertaining the required specifications of the computer and will submit these specifications to the buyer. The “Computer Request” form must be signed by the Head of Department/Division.

Computer Laboratories

From time to time, the computers in the public laboratories will be replaced. The “old” computers will be deployed to other computer laboratories. Any excess computers will thereafter be made available to departments/divisions for roll-down, should they be of relevant specification.

Departments that have their own computer laboratories can apply for roll-down computers to replace their current computers and will be considered after the public laboratories have been allocated.

Cost:

Departments will not be charged for roll-down computers. Departments will be required to pay for any upgrading of hardware eg. RAM or hard drives etc.

Computers written of the University Asset Register

Computers that have been written off will be dealt with in the the Policy of written off assets.

APPROVED BY THE INFORMATION TECHNOLOGY STEERING COMMITTEE ON

THE DAY OF 2002.