

Proposed Retention and Replacement Policy for Computers

Computer Replacement

Computers are supplied and paid for by the department for department/UC work. Occasionally, users may get a new computer as their old one ages out. In this case, users may keep the old one temporarily while transferring data and setup issues.

Once an old computer is no longer usable for UC work, it must be returned to the department. Please return to Anna Maurer or Deborah Martinez.

WORK COMPUTERS ARE NEVER TO BE USED SOLELY FOR PERSONAL USE.

Assumptions:

- Computer is under warranty/extended warranty purchased to cover four years from the date of purchase.
- Computer is assumed to be “out of warranty” if five years past model year. • ITCS won’t support a system that is “out of warranty, but most likely will reimage it if it can run the latest OS and is no more than one year or so past warranty.
- ITCS doesn’t keep multiple OS images, so won’t reimage a system to anything less than the current OS. Thus, any system that cannot run the latest OS, is an auto-toss.

LHS Policy:

0-4 years from date of purchase or model year: Reimage and reissue or set aside as nice loaners for temporary employee loaners (needs to be able to connect to the network, BigFix, JAMF-manages software deployment)

4-6 years from model year: Plan replacement in a few years. For systems turned into IT, reimage if it will accept the most recent OS, set aside as second-tier loaners with guest access*.

• Guest access loaners will be wiped and sent to Excess & Salvage when the OS they are running reaches end of life (EOL). They will not be reimaged.

6+ years: Actively work on replacing existing (notification, budget review, reminders) systems. Systems in active use that are having problems may not be able to have their problems solved, so plan on replacement.

- Returned/found systems are wiped and sent to Excess & Salvage.

August 24, 2023

*Guest Access for Macs:

Pro

- No password used – account name is “guest”.
- Can connect to Berkeley Visitor. Berkeley Visitor must be re-authorized every 12 hrs. •

Can run Zoom, use the camera, use microphone

- Can connect to bConnected, check email, view Google Docs

Con

- Cannot use Eduroam, so internet is limited to what Berkeley Visitor will allow (no streaming, for example)
- Cannot install any programs, cannot make changes to privacy or security settings • Cannot save login information for websites
- Files created by the user and saved to the desktop/documents are deleted upon logout •

Cannot be setup to print to our printers, but printing to a flash drive works

Guest access loaners have been used for

- ADZ TVs to display content
- Loaners were used a couple for a Bugtopia study to run Zoom from multiple systems • Youth Camps used them as temporary workstations for random staff to check email and schedules.

Funding Computer

Computers (inventorial and non-inventorial) used to accomplish the technical scope may be charged directly to sponsored awards provided they can be specifically identified to and benefit the project, are included and justified in the budget, and are not specifically disapproved by the sponsor. Computers used for administrative work would need to meet the tests of allowability to be directly charged to a sponsored award. The federal government is particularly sensitive to computer purchases on federal awards. This is an area they routinely review. Care must be exercised to ensure that computer purchases are properly justified and documented when charged to federal awards.

For non-federal sponsors: Sponsor policy would apply. If the sponsor allows for computer costs and they have been budgeted, justified, and approved by the sponsor, they could be charged to the award. If the computer costs have not been budgeted, justified, and approved, they could be placed against the non-federal source, provided the sponsor has not specifically disapproved the cost and the PI has followed the sponsor's budgeting terms.

For non-federal/ non-sponsor: Computers must be funded by revenue or other non-restricted funding source.

August 24, 2023

Personal Computer Use

No use of personal computers for UC work unless absolutely necessary and only for a very limited time.

It's a huge liability for both you and UC. If your personal computer is damaged during UC work, they will not be reimbursed. If UC systems are damaged by your personal computer, there will be consequences (reference Last Pass incident)

We will provide a computer for UC work, and if a new one is not immediately available, we've got loaners.

August 24, 2023