HUIT Computer Asset Policy

Policy Statement
Access to a computer is a basic necessity for an employee to perform their job. HUIT’s Computer Asset Policy is intended to ensure that all HUIT employees have equitable access to the computer technology that they need to be successful. The policy will also help reduce financial and security risks by ensuring that technology is properly tracked and refreshed.

Who Must Comply
All HUIT staff and departments regardless of funding source are covered under this policy.

General Guidelines
- A standard computer asset is defined as: (1) personal computer; (1) monitor; (1) mouse; (1) keyboard; (1) docking station.
- HUIT employees will be issued a HUIT-owned Dell PC from the standards list.
- When an employee departs, the HUIT-owned computer will be returned to the HUIT Administration team to be wiped and redeployed. All HUIT-owned devices must be returned prior to a HUIT employee’s transfer to another Harvard unit.
- HUIT-owned devices cannot be sold or given away to employees who leave Harvard.

Refreshing Equipment
- The HUIT refresh process is managed in partnership with HUIT Administration and Support Services.
- All standard Dell HUIT-issued laptops/desktops and peripherals will be refreshed every 3 years.
- All standard Apple HUIT-issued laptops/desktops and peripherals will be refreshed every 4 years.
- The Support Services Deployment team will set up all equipment, including the transfer of data.

Requests for Apple or Non-Standard Computer Technology
- Requests for Apple computers will only be approved based on specific job-related functions and will be reviewed by the departmental Managing Director.
- Non-standard requests include any computer assets such as additional monitors, iPads, and tablets.
- All HUIT employees must fill out the Non-Standard Computer Asset request form if their work requires computer technology that is not standard-issue.
- All non-standard requests must be processed through the HUIT Administration team. Non-standard purchases cannot be made on corporate cards, PCards or by using the (Concur/HCOM) portal.

Funding
- HUIT uses a per-FTE allocation, managed centrally by HUIT Administration, to fund standard departmental equipment.
- All purchases for computers and peripherals should be processed through HUIT Administration and recorded centrally for purposes of record-keeping and expense tracking.

Shipment of HUIT-owned devices
- Shipment of HUIT-owned devices must be coordinated through the HUIT Administration team in order to ensure compliance with Harvard’s Environmental Health & Safety guidelines.