HUIT Desktop Technology Policy

Policy Statement

Access to technology is a basic necessity for an employee to perform their job. HUIT's Desktop Technology Policy is intended to ensure that all HUIT employees have equitable access to the technology 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 technology bundle will include:
  - (1) Computer
  - (1-2) Monitors (dual monitor by request)
  - (1) Docking station (PC users) or (1) Adapter (Apple users)
  - (1) Wireless keyboard and mouse
  - (1) Headset (by request)
  - (1) Harvard Phone line (Jabber only or desk set with Jabber)
- All HUIT staff will be given one technology bundle that they can use at home or on-campus at their dedicated workspace, if eligible.
- HUIT employees will be issued a HUIT-owned Dell PC or Apple Mac from the standard computer offerings list.
- Employees with specialized equipment needs should reach out to HUIT Administrative Operations or their HR consultant with their request.
- HUIT-owned and tracked equipment (computer, specialized equipment, etc.) must be returned by departing employees to the HUIT Administration team.
- HUIT-owned devices cannot be sold or given away to employees who leave Harvard.

Equipment Refresh

- The HUIT refresh process is managed in partnership with HUIT Administration and Support Services.
- All standard Dell HUIT-issued computers and peripherals are replaced every 3 years.
- All standard Apple HUIT-issued computers and peripherals are replaced every 4 years.
- The Support Services Deployment team will set up all equipment, including the transfer of data.
- All refreshed machines must be returned to the Deployment team after the refresh is complete.

Requests for Non-Standard Computer Technology

- Requests for Non-Standard computers will only be approved based on specific job-related functions and will be reviewed by the service area Managing Director.
- Non-standard requests include any computer assets such as specialized equipment or tablets.
- All HUIT employees must fill out the Non-Standard Computer Request Form if their work requires computer technology that is not standard-issue.

Funding and Procurement

- HUIT uses a per-FTE allocation, managed centrally by HUIT Administration, to fund desktop technology.
- All purchases for computers and peripherals are processed through HUIT Administration and recorded centrally for purposes of record-keeping and expense tracking.
- Desktop technology purchases cannot be made on corporate cards, Purchasing Cards (PCard), via out-of-pocket expense, or by using the B2P Portal without Administration team approval.

Shipment of HUIT-owned devices

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