

# TECHNOLOGYPROCUREMENTAND DISPOSALPOLICY

DIVISION WITH PRIMARY RESPONSIBILITY: BusinesandFinance

OFFICE FOR ENSURING COMPLIANCE: Technology Services CONTACT OFFICE: Technology Services, ots@loyola.edu

EFFECTIVE DATE: January1, 2024

**REVISION HISTORY:** 

SCHEDULED FOR REVIEW: Annually

#### POLICY SUMMARY

This Technology Procurement and Disposal Policy (Policy) sets forth the Loyola University Maryland processes by which technology is procured, supported, replaced, and disposed of, and clarifies the responsibility of Technology Services and Loyola faculty, students, administrators, and staff in this process. This Pody includes information technology and software procured with University funds, including faculty development funds and grants. The procurement and disposably specialized equipment will be assessed with input from impacted departments.

#### REASON FOR POLICY

applies to all technology hardware and software procured with University further University business and academic activities. This ensures that all technology maintain proper licensing, meet minimum required specifications, are compassed systems, leverage ducational volumed is counts secure. In it is a compared to the University data, and accessibility standards. Technology asset tracking enables the University life-cycle replacement of equipment and software.

#### STATEMENT OF POLICY

### 1. University Technology Procurement

Departmentshatwish to procuretechnologysolutions such as new software, online services or hardware must subthribution request to Technology Services to procured

echnology SerMineallows for datasecurityandassetracking

standards.

Any issueswith computerhardwaremustbe reported to Technology Services or evaluation. The decision to repair or replace will be at the discretion of Technology Services. If the equipment was department-funded and the computer experiences a hardware failure and is out of warranty,

### E. Telephony Equipment

Eachfull-time employeewill receiveequipmenthat can be used with Loyola's telephon system.

Departmentaliaxing is provided through the online HoundFaxservice. Physicaliax machine sare not supported.

#### F. Printing

Loyola uses manage print system called Hound Print which allows those with a Loyola account to print from any computer on campus to any multifunction device (copy/print/scan). Personal or networked printers outside of those provided through the Hound Print program are prohibited except with prior Technology Services approval. The printing cost is charged to the appropriate department (faculty, staff) or Evergreen account (student). Consumables (toner, paper, staples, waste toner bottles) and maintenanc for all Hound Print devices are included in the printing charge and provided through the Hound Print program.

### G. Digital Signage

Digital signage is managed through Technology Services and is required to connect to Loyola's centralized signage and emergency notification systems. Departments are responsible for the funding of equipment/licenses/andinstallationcosts or newor updated signage pecificto departmentalise.

Article - Digital Signage Procurement Process

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# 2. Technology Returns

When technology is replaced users must surrende the old equipment to Technology Service for proper disposal.

# 5. Remote Employee Equipment

Internet connections, pholines, subscriptions printers, cell phones and other technology hardware for homeuse are not provided by the University and arean expense of the employee. For full details, refer to Loyola's Remote Work Policy.

### SPECIAL SITUATIONS/EXCEPTIONS

Exceptions this Policy requirewritten approval by the provost or divisional vice president, odesignee (department chair, dean, etc.), and the CIO.

#### **DEFINITIONS**

Technology-includes