Attribution of computing devices

Information Systems and Technology, Dawson College

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1. Objective

This document describes the procedure and standards for the attribution of computing devices, that Is desktop computers, laptops and phones, to administrative employees of the College.

2. Principles

Computing devices are attributed based on functions and responsibilities, not on particular employees, and always remain the property of the College. Employees changing functions or responsibilities may have to change their computing devices.

Computing devices are attributed based on an assessment of needs, with a focus on the tasks to be performed rather than technical specifications.

The College standard is established based on a cost-benefit analysis, infrastructure and interoperability. Requests outside standard are evaluated based on the same criteria.

3. Standard computer

Every staff and managers are attributed a computing device, which is:

- For regular office work, including light graphic edition or computer assisted design (CAD), a standard desktop PC or a standard laptop, 16G RAM, 256G SSD.
- *or*, for more advanced needs, a more powerful desktop PC, as determined by IST.

Standard accessories:

- A 24 inch monitor
- A mouse
- Webcam
- Headsets
- With the desktop PC, a (bilingual) keyboard
- With the laptop, a bag and two port replicators

Extra features: (recommended by the reporting manager)

- Second monitor

4. Mobility needs

For frequent representation outside the College, a laptop may be attributed after recommendation by the reporting manager.

Personal use of the device is authorized, as long as due diligence is maintained to ensure good care of the device and the College data it may contain. In case of damage the equipment has to be brought to the IT Support for assessment.

5. Availability

A staff or manager may be attributed a phone after recommendation by the reporting manager:

- The latest iPhone entry model, standard screen size or larger ('Plus') with a protective case.

The College manage the phones and may add restrictions on the use of certain applications. Personal use of the device is authorized, as long as due diligence is maintained to ensure good care of the device and the College data it may contain. Although normally personal calls and use of data will be folded within the College plan, the user remains responsible for their personal use and may be asked to reimburse the costs.

In case of damage the phone has to be brought to IT Support for assessment and users may be required to take it to the Apple Store for repairs.

6. Upgrades

The technical specifications in this document are regularly updated. The fact that a previously attributed device does not meet the standard anymore does not qualify for an upgrade. Upgrades will normally not be considered before 3 years.