

**Faculty of Arts and Humanities
Western University**

**COMPUTER POLICIES
Revised March 2019**

Code of Behaviour for Use of Computing Resources & Corporate Data (MAPP 1.13)

The University's computing resources have been acquired, and are allocated to individuals and groups, for specific academic and administrative purposes that advance the University's mission. This policy ensures that the University's computing resources are used in an effective, ethical and lawful manner.

Office Computers

All full-time faculty and staff are provided with a computer for administrative purposes. For faculty members, the computers are Windows-based desktops with keyboard, mouse and LCD monitor, or Windows-based laptops. Staff are provided with Windows-based desktops and printers. Technical Services will determine all hardware specifications for office computers. A software package will be included consisting of a current operating system, a university approved antivirus program, a web browsing and email package, and an office production package (currently Microsoft Office).

Computers remain the property of the Faculty of Arts and Humanities throughout their usable lifetime, and are maintained and serviced by Technical Services. Computers not purchased by the Faculty of Arts and Humanities, and which may be in use on campus, are considered to be personal computers or research computers.

Office Computer Replacement Program

A computer refers to the complete system of a Windows-based computer, monitor, keyboard and mouse. As technology changes, hardware specifications are subject to change as decided by Technical Services and the Office of the Dean. Printers and other ancillary equipment are not eligible for purchase under this policy.

1. Staff computers are upgraded, repaired, or replaced on a schedule determined by Technical Services.
2. Each faculty computer is held for a minimum of five years unless it suffers failure beyond economical repair. The choice to repair or replace a failed computer will be at the discretion of Technical Services. Every reasonable effort is made to recover data lost by computer failure.
3. After five years, a computer becomes eligible for replacement, and the faculty member is notified of that eligibility. For any number of reasons, a faculty member may choose not to replace the computer at that time. In that case, they should register that choice by responding to the notification in writing. Once made, that choice will remain in

effect for one year. The same choice may be made each succeeding year. Replacements part way through the year are made only in the case of failure.

4. Monitors that are performing properly are not necessarily replaced with the computer. They have no moving parts, so are less prone to wear. However, any degradation in the visible image will be cause for replacement.
5. The desktop computers purchased by the Faculty of Arts and Humanities are to remain in the faculty member's departmental/unit office.
6. Faculty members within one year of retirement will not have their computers replaced.
7. At the end of the computer's lifetime, faculty members are given the choice to keep the old computer and continue to use it elsewhere, or they can contact Technical Services to provide proper disposal. All data is eliminated according to UWO Data safety policies and the computer is either recycled or re-used elsewhere for other purposes.
8. Faculty members who choose to keep their old computer in their office after it has been replaced should be aware that the old computer is considered their personal property and will not be serviced by Technical Services.

Computer Repair

All computers purchased by the Faculty of Arts and Humanities, and which remain the property of Arts and Humanities, will be repaired or replaced by Technical Services. Technical Services do not service personal computers; limited support may be provided for research computers. Due to the specific nature of compact hardware, Technical Services may not be able to repair laptops. In the event of a hardware failure, every effort will be made by Technical Services to retrieve data on the computer. Please note: It is the user's responsibility to back up data and to prevent any data loss due to system failure.

Research Computers

Technical Services will provide assistance in making purchasing decisions for research computer hardware and software and will provide limited installation and technical support. Technical Services will register the computers for use on the Ethernet connection provided. Western University has site licenses for products including Microsoft Office and Windows; eligibility and product information is available here: <http://www.uwo.ca/its/sitelicense/index.html>

Research Lab Computers

Technical Services can provide only limited support for research lab computers. Usage guidelines apply to all computers in these labs. Any specific software and hardware added to these labs outside of the standard specifications determined by Technical Services will not be supported. Technical Services will provide assistance with the setup and configuration of research equipment as long as it does not exceed the skill set of the staff.