

<b>Number:</b>	ADM-125
<b>Title:</b>	Computer Equipment and Cell Phones
<b>Person responsible for enforcement:</b>	Vice-Rector, Administration
<b>Entered into force:</b>	February 28, 2018
<b>Approved:</b>	February 28, 2018 by the Board of Governors <i>This document replaces all previous regulations on this subject.</i>
<b>Exception:</b>	No exception to this regulation without prior written authorization from the Board of Governors

*In this document, the masculine form is used without prejudice and for conciseness purposes only.*

## 1. Objective

The purpose of this regulation is to establish guidelines for the purchase, replacement and technical support of computer equipment and cell phones.

## 2. Regulation

The University's Computer Services is responsible for acquiring computer equipment and cell phones for the overall university community, in accordance with the *Purchasing Policy* (Regulation *FIN-312*).

## 3. Purchase of computers

- 3.1 Windows-compatible computers are the standard for connecting to the University's administrative applications.
- 3.2 Computers using operating systems other than Windows may be purchased with a supervisor's approval; however, Computer Services cannot provide IT support for such systems.
- 3.3 Only directors of services and deans are authorized to approve the purchase of a laptop computer for an employee, on submission of a description of the equipment requirements.

## 4. Personal computers

- 4.1 In accordance with the University's agreement with the suppliers of computer operating systems and software, the Windows operating system and Office suite may be installed on personal computers as long as the installation is performed by a Computer Services employee.
- 4.2 The University allows employees in an indeterminate position to purchase computers for personal use. Employees must contact Computer Services to discuss their equipment requirements. If applicable, please see Regulation *FIN-310*, *Loan Request for Purchase of Computer Equipment*.
- 4.3 Computer Services does not provide support for personal computers, with the exception of the on-site installation of the Windows operating system and Office suite.

## 5. Printers

Computer Services is responsible for the acquisition and support of printers connected to the network.

## 6. Software installation on University computers

- 6.1 Only Computer Services employees are authorized to install software on University computers. The software must be compatible with University-approved technology.

6.2 Software requests must be submitted to Computer Services for review. Software must be listed in the University's budget and pre-approved by the University's Executive Committee.

## **7. Equipment replacement**

7.1 Computer Services, in collaboration with Financial Services, keeps an inventory of all equipment purchased for the University.

7.2 Computer Services is responsible for determining the life cycle of computers and replacing them as needed, generally every five years.

## **8. Purchase and use of cell phones**

8.1 The University's Executive Committee is responsible for approving the issuing of cell phones to employees.

8.2 In some cases, depending on user requirements, the cell phone is purchased by Computer Services and the monthly charges are billed to the faculty or service concerned. In other cases, an employee may be reimbursed for all or part of the monthly charges for their personal cell phone.

## **9. Planning cycle**

Each service and faculty is responsible for including any additional IT requirements in its financial planning.

## **10. Responsibilities**

Employees are responsible for the proper use and maintenance of computer equipment and cell phones.