Berea College Information Technology Department

General Equipment Refresh Guidelines
Effective FY2023-2024

Equipment Refresh (students)

1. All first year incoming students will get a new Dell laptop of the published model.
2. Students are to use their laptop while they are in Berea and take the laptops after they graduate.
3. Students will have to return their laptops if they withdraw.
4. Students will pay for damages (plus a processing fee) or lost/stolen equipment (at a pro-rated cost).
5. Students will pay for any additional accessories they want.
6. Repairs covered by Dell warranty will be taken care of by the IT department.

Equipment Refresh (employees)

1. All new employees will get a standard model Dell laptop, along with a docking station, monitor, keyboard/mouse. The Dell laptops will be encrypted.
2. New employees with different computing needs that require different Dell models or Macs will submit through these DocuSign links (Non Standard Computer Technology Request Form or Apple Device Request Form) for VP and AC approval (see #3 below).
3. Existing employees with non-standard Dell laptops or Macs will continue to get a configuration that is similar to what s/he already has.
4. All laptops will be refreshed at a 4-year cycle. Other components (such as docking station, keyboard, mouse, etc.) will be refreshed when necessary. The IT department will automatically notify and schedule with users that are due for refresh.
5. By default, all equipment 4 years or older will be collected by the IT department. They will be used as spares or salvaged according to BC's policies.
6. The IT department will be responsible for all minor repairs of this equipment (except all Apple products). Where possible requests such as adding memory or increasing internal hard drive capacity will be carried out by the IT department.
7. Employees needing to refresh sooner than the 4-year cycle should submit a request by email to the IT department approval.
8. Employees needing all other peripherals (cameras, monitors, etc.) should contact their department directly and purchase with department funds.
9. Employees needing smart devices should submit request by email, obtain VP's approval to use department's fund, prior to AC approval. The purchase of smart devices will be handled by the IT department once it is approved.
10. Employees are responsible for their own data backups.
11. Note that this refresh guideline includes workstations used by student workers or other employees.

Edited: July 6, 2023