TECHNOLOGY PROCUREMENT AND DISPOSAL POLICY

DIVISION WITH PRIMARY RESPONSIBILITY: Business and Finance
OFFICE FOR ENSURING COMPLIANCE: Technology Services
CONTACT OFFICE: Technology Services, ots@loyola.edu
EFFECTIVE DATE: January 1, 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 Policy includes information technology and software procured with University funds, including faculty development funds and grants. The procurement and disposal of specialized equipment will be assessed with input from impacted departments.

REASON FOR POLICY

applies to all technology hardware and software procured with University fu
University business and academic activities. This ensures that all technolog
maintain proper licensing, meet minimum required specifications, are comp
systems, leverage educational volume discounts, secure University data, and comp
and accessibility standards. Technology asset tracking enables the Univers
life-cycle replacement of equipment and software.

STATEMENT OF POLICY

1. University Technology Procurement

Departments that wish to procure technology solutions such as new software, online services, or hardware must submit their request to Technology Services. In procured

Technology Services. This allows for
data security and asset tracking

standards.

Any issues with computer hardware must be reported to Technology Services for 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*

Each full-time employee will receive equipment that can be used with Loyola's telephony system.

Departmental faxing is provided through the online HoundFax service. Physical fax machines are not supported.

F. *Printing*

Loyola uses a managed print system called HoundPrint 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 HoundPrint 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 maintenance for all HoundPrint devices are included in the printing charge and provided through the HoundPrint 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, and installation costs for new or updated signage specific to departmental use.
Article - Digital Signage Procurement Process

H. 12 0 0 17o.772 -1v.9 (i)8.2 (e)-1Tw 1.0w 2.652 0 89.2 (r) 114 1 -4 (e)9.2 (m)-4.6 (e)9.2 (nt)Td [(

2.   *Technology Returns*

When technology is replaced, users must surrender the old equipment to Technology Services for proper disposal.

5. *Remote Employee Equipment*

Internet connections, phone lines, subscriptions, printers, cell phones, and other technology hardware for home use are not provided by the University and are an expense of the employee. For full details, refer to Loyola's [Remote Work Policy](#).

SPECIAL SITUATIONS/EXCEPTIONS

Exceptions to this Policy require written approval by the provost or divisional vice president, or designee (department chair, dean, etc.), and the CIO.

DEFINITIONS

Technology – includes