COBE IT Policy

This policy is intended to clarify COBE and department/individual responsibilities for selecting, purchasing, and maintaining IT resources. Sections below outline responsibilities for the COBE and departments/individuals, as well as recommend improved coordination and communication for IT planning.

Reminder:
All computers and peripherals (including printers and software) are subject to purchase approval by the Boise State University Office of Information Technology. This requirement is not set by the COBE, and is subject to State of Idaho purchasing guidelines and other policies.

COBE IT responsibilities are:
1. Provide and maintain a standard set of desktop computing hardware for faculty and staff, including system unit, keyboard, monitor(s), mouse, etc. Currently this means a PC costing around $700 (plus appropriate monitor arrangements)--this standard spec will evolve over time.
2. Provide and maintain a standard set of desktop computing software for faculty and staff, including Microsoft Office and other typical applications and utilities. This will often be software for which we leverage a university site license or quantity discounts.
3. Provide and maintain common hardware and software for printing, scanning, copying, and other support where COBE-wide resources and standards are appropriate. The new multi-function printer/scanner/copier devices in the new Micron Business and Economics Building (MBEB) will be maintained by COBE IT, but older and more specialized devices will need to be maintained by departments if they wish to continue using them (or purchase new ones).
4. Provide and maintain hardware, software, and services for certain COBE-wide and mission-critical strategic activities where the COBE wishes to encourage new initiatives. For example, if COBE were to participate in a University project to encourage mobile device usage or desktop capture of presentations for inverted classes, we may want to support this as a College and not charge departments individually.

Department/individual responsibilities are:
1. Computing hardware and software that go beyond COBE standards in scope, cost, specialization, and needed maintenance are department responsibilities. This includes class-specific software and discipline-specific software and databases. In some cases this may be incremental (e.g., a faculty member wants a $900 laptop computer instead of the standard COBE $700 desktop--the department pays the incremental $200). In other cases the department may be responsible for all costs of an item (e.g., a laptop computer is requested in addition to a COBE-supplied desktop computer).
2. Support of equipment and services that have become obsolete or impractical or expensive to support in relation to current COBE standards. For instance, older printers used in individual offices and departments (other than COBE-supplied multi-function printer/scanner/copiers in the MBEB, for example) will need to be maintained and supplied with toner, paper, etc. at department expense and by department personnel. Departments and individuals are encouraged to see if COBE-supplied resources can meet their needs before considering alternatives.
3. Non-University-owned computers, tablets, mobile phones, etc. are the responsibility
of the owners. Users are expected to avoid storing sensitive University data on these devices. COBE IT will provide advice on questions such as how to configure VPN software to connect to campus systems, but cannot otherwise work on employee or student-owned devices.

**Improved communication and cooperation for IT planning:**

1. Departments (including individuals within departments) should inform COBE IT before purchasing computing hardware and peripherals, particularly if these are intended to be connected to the network. COBE IT will be able to offer advice about compatibility, maintainability, and other important issues. In order to support it, COBE IT must know about it before purchase.

2. Departments (including individuals within departments) should inform COBE IT before purchasing software. COBE IT will be able to offer advice about compatibility, maintainability, and other important issues. Also, there may be quantity discounts, University site licenses, etc. that can greatly reduce the cost of software licenses.