



**NOTE:** All university computers must meet the university's hardware standards at the time they are purchased, if not the purchase request will be denied.

#### **End of Life – Hardware**

IT does not support desktop hardware older than seven years and laptop hardware older than six years. IT is currently working to replace non-grant desktop hardware that falls into this category.

#### **End of Life – Software**

Microsoft ended its support of Windows XP on April 8, 2014. There are no more security updates or technical support for this operating system. If you currently are using Windows XP, please contact the IT Help Desk. Microsoft will end extended support for Windows 7 on January 14, 2020.

#### **Multiple Computers**

Please note: KSU full-time faculty and staff will be given one computer (laptop or desktop) for work usage.

#### **When an Employee Leaves the University**

Computers are the property of the university. If a faculty or staff member leaves the university, the computer assigned to them must be returned to IT on before the last day of employment. IT will reset, update the inventory, and reassign the device if the position is to be replaced by another person.

Exceptions to this policy require Vice President and CIO approval.

<https://kysu.edu/administration-governance/information-technology/computer-replacement-policy/>

## **2. Entities Affected**

Campus Community

## **3. Policy Owner/Interpreting Authority**

Executive Vice President of Finance and Administration  
Chief Information Technology Officer

## **4. Related Policies**

## **5. Statutory or Regulatory References**