Attribution of computing devices

Information Systems and Technology, Dawson College

V1.0, 11 June 2018

1. Objective

This document describes the procedure and standards for the attribution of computing devices to administrative employees of the College.

2. Principles

Computing devices are attributed based on functions and responsibilities, not on particular employees, and always remain the property of the College. Employees changing functions or responsibilities may have to change their computing devices.

Computing devices are attributed based on an assessment of needs, with a focus on the tasks to be performed rather than technical specifications.

The College standard is established based on a cost-benefit analysis, infrastructure and interoperability. Requests outside standard are evaluated based on the same criteria.

3. Standard computer

Every staff and managers are attributed a computing device on their desk, which is:

- For regular office work, including and light Adobe or CAD editing, a thin PC (thin client or recycled PC)
- *or*, for other light cases determined by IST where a thin PC will not work, a standard PC, 8G RAM, 256G SSD.
- *or*, for more advanced needs, a CAD PC, 16G RAM, 256G SSD.
- *or*, for teachers in visual arts, an iMac.

Standard accessories:

- A 24 inch monitor
- A (bilingual[1]) keyboard and mouse

Extra features: (recommended by manager)

- Speakers
- Wireless mouse and keyboard
- Second monitor
- Webcam with speaker and microphone

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[1] New standard as of Spring 2018

4. Mobility needs

For frequent representation outside the College, a mobile device may be attributed after recommendation by the reporting manager, which is:

- Latest version Ipad 64G (or next available) with keyboard case
- *Or* ultralight laptop 15 inch, 8GB RAM, 256GB SSD drive, with shoulder bag

Personal use of the device is authorized, as long as due diligence is maintained to ensure good care of the device and the College data it may contain. In case of damage the equipment has to be brought to the Help Desk for assessment. For iPads, users may be required to take their device to the Apple Store for repairs and be reimbursed by the College.

5. Availability

A staff or manager may be attributed a phone after recommendation by the reporting manager:

- The latest iPhone entry model, standard screen size or larger ('Plus') with 32GB (or next available), with a protective case.

Personal use of the device is authorized, as long as due diligence is maintained to ensure good care of the device and the College data it may contain. Although normally personal calls and use of data will be folded within the College plan, the user remain responsible for their personal use and may be asked to reimburse the costs.

In case of damage the phone has to be brought to the Help Desk for assessment and users may be required to take it to the Apple Store for repairs.

6. Upgrades

The technical specifications in this document are regularly updated. The fact that a previously attributed device does not meet the standard anymore does not qualify for an upgrade. Upgrades will normally not be considered before 3 years.