Policy
This policy applies to all computers purchased with University funds.

University computers replaced with new computers will be returned to DoTS for reuse, sale or proper recycling, data destruction and disposal. If a department requests to reuse or retention of a computer, approval must be given by the Division of Technology Services. If approval is given, service levels may be defined indicating how long the computer may be used before being returned to DoTS, what levels of support the computer will receive and what use the computer may be used for.

Replaced computers may not be retained for used as a second computer for an employee.

All computers must remain on campus unless approval is given by the Dean or Administrative Unit Head (Chancellor/Vice Chancellors).

Replaced computers will not be used in any University computer lab without DoTS approval.

Department/Unit Responsibilities:
Department Chairs and Unit Directors are responsible for on-going adherence to the policy and for working cooperatively with the Division of Technology Services (DoTS) to bring their department into compliance with this policy.

Authority
The UW-River Falls Chancellor issues this policy in accordance with the Administrative Policy process. The Division of Technology Services is responsible for the administration of this policy. Request an exception to this policy by writing to administrative-policy@uwrf.edu.

Sanctions and Appeals Process
Failure to adhere to the provisions of this policy may result in appropriate disciplinary action as provided under existing procedures applicable to students, faculty, and staff, and/or civil or criminal prosecution.

Contact
Please direct questions about this policy to administrative-policy@uwrf.edu.