2017 Faculty Computer Replacement/Refresh Program

Dear CCRI Full-Time Faculty,

Funding was been made available for Information Technology to establish a computer refresh program that will reduce the age of our deployed devices to less than 4 years. Information Technology will be offering full-time faculty, who are eligible for a computer replacement, a choice between a desktop computer or a laptop computer.

If you select a laptop computer, this will be your primary CCRI computer. A docking bar, monitor, keyboard and mouse will be provided as part of the configuration for working in your primary CCRI office. More information to consider in choosing a desktop vs. laptop is available by clicking on the link below.

https://www.ccri.edu/businessaffairs/businessoffice/budget_forms.html

If your CCRI computer is over 4 years old, please make your selection by replying to this e-mail and including one of the options below:

- Windows PC Desktop Computer
- Windows PC Ultrabook Laptop Computer (includes dock, monitor, keyboard & mouse)
- Apple MacBook (includes dock, monitor, keyboard & mouse)
- Use Personally Owned Device Do Not Need CCRI Computer

Unfortunately, we cannot accept requests for specific manufacturers, models or specifications other than those identified above. Limiting the models to those shown allows the college to keep spare units to address failures faster and lower support costs.

Please Note: if you do not reply with a selection, the default is a desktop computer.

Following info will be online and accessible from the link in the e-mail

Comparison Chart

Consideration	Desktop	Laptop	Comments
Where do you prefer to use a computer	Work mostly or exclusively in my office.	Work in my office, on more than one campus, on the road and/or at home	If you work mainly in your CCRI office, but need occasionally to access college information from your home computer, the Helpdesk can show you ways to do this.
Screen Size	Require a 24" monitor all the time I am working	Can work using a 14" or 15" screen	If you have not worked on a laptop, please look at a laptop screen before choosing it as your primary computer
Theft Risk	Prefer to assume no more risk than that of keeping anything else in my office	Comfortable taking extra precautions to protect the computer from theft and damage	Your home may be more secure than your office, but also consider the impact of travel, errands, etc…
Classroom Use	Do not need to use in classroom or prefer to use teaching workstations already in place	Would use it regularly as part of instruction	If you work mainly in your CCRI office, but need to occasionally access information stored while in the classroom, out Classroom Support techs can show you ways to do this
Sensitive Date	Prefer to assume no more risk than that of keeping anything else in my office	Comfortable taking extra precautions to guard against unauthorized access to sensitive date	Consider exposure to not only theft, but intrusion on home networks and other extended risks

Please also consider:

1. If you select a laptop, this will be your primary computer. A docking bar is part of the laptop configuration that makes it easier to connect a full size monitor, keyboard and mouse.
2. Laptops will have the same upgrade cycle as desktops. The portability of laptops often causes them to look older faster than desktops. Users often request upgrades more frequently than desktops. The College cannot afford to upgrade laptops at a faster rate than desktops so they will both follow the same schedule.
3. Laptops can be the target of theft. While theft of desktop computers occurs, the portability of laptops makes them a greater theft target. As such, laptop users must exercise greater care in protecting the asset. This includes not leaving the laptop unattended in public places or in a vehicle, locked or unlocked, where it is plain sight.

4. When on campus and not in your office, you are encouraged to use the college's wireless network to connect. Please do not try to plug in a laptop to a network jack. The docking bar in your office has a wired network connection.
5. Where possible, sensitive data should not be stored on laptops that leave campus. If your laptop must contain data, you should take extra steps to prevent loss of such data in the event of theft. The college will provide encryption technology in the event of theft, but laptop users need make sure their laptop is locked while logged in and not left unattended.