

Laptop, Licensing, and Support Guidelines

Grace Church of Greater Akron

Laptop, Licensing, and Support Guidelines

The goal of these guidelines is to balance required functionality with cost. These are the defaults for each position type. The IT team will set new employees up per these guidelines unless notified by new hire's supervisor of additional requirements that justify deviating from these guidelines.

- **Position** - Impacts IT service requirements
- **Laptop** - Windows Leased \$30/mo, Mac Leased \$50/mo), Older (more than 3 years \$0/mo)
- **Licensing** - Email, Office, SharePoint/OneDrive Online (MS Basic) \$0/mo, Full Microsoft Licensing (MS Premium) \$5.25/mo.
- **Legacy Licensing** - Email, Office, SharePoint/OneDrive Online (MS E1 or E2) \$0/mo, Full Microsoft Licensing with additional Cloud Storage (MS E3 & E5) \$12.80/mo,
- **Grace IT Helpdesk Support** - If helpdesk support is "Yes" then Grace IT team will provide support for all hardware and software. Otherwise will only support what is stated.

Position	Laptop Guidelines	Licensing	Grace IT Helpdesk Support
Intern (Short-term)	No laptop offered (use personal laptop)	Email, Office, SharePoint/OneDrive Online (MS Basic)	Email, Office, SharePoint/OneDrive Only
Intern (Long-term)	Offered laptop May use personal	Full Microsoft Licensing (MS Premium) Email, Office, SharePoint/OneDrive Online (MS Basic)	Yes Email, Office, SharePoint/OneDrive Only
Resident	Leased Laptop	Full Microsoft Licensing (MS Premium)	Yes
Pastor	Leased Laptop (Choice Windows or Mac)	Full Microsoft Licensing (MS Premium)	Yes

Staff (10hrs +)	Leased Laptop	Full Microsoft Licensing (MS Premium)	Yes
Staff (< 10 hrs)	Offered older laptop May use personal	Full Microsoft Licensing (MS Premium) Email, Office, SharePoint/OneDrive Online (MS Basic)	Yes Email, Office, SharePoint/OneDrive Only
Custodial	No laptop offered (use personal laptop)	Email, Office, SharePoint/OneDrive Online (MS Basic)	Email, Office, SharePoint/OneDrive Only
Volunteer (Staff)	Offered older laptop May use personal	Full Microsoft Licensing (MS Premium) Email, Office, SharePoint/OneDrive Online (MS Basic)	Yes Email, Office, SharePoint/OneDrive Only
Volunteer (Other)	No laptop offered (use personal laptop)	Email, Office, SharePoint/OneDrive Online (MS Basic)	Email, Office, SharePoint/OneDrive Only

Stickers

AVOID putting stickers or other accessories on the computers in general, especially if yours is leased. The leasing companies strongly dislike these and will penalize us for returning equipment with these on. If you have stickers on yours, please make an effort to remove them from your computer.

Returning Laptops

Please see this article for what to do when you need to return your laptop. You will need to return your laptop, along with the accessories that came with it or the job position, when you offboard or the lease is due: [Returning your Laptop | Grace Church KB \(gracechurches.org\)](https://gracechurches.org/returning-your-laptop). Coordinating with us in this way really helps us in redistributing the computer equipment.

When your laptop lease is up, we will try to give you the heads up a month from the due date.

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