

Keyboard and Mouse Policy

Document ID: IT-HW-003 **Last Updated:** 2024-02-05 **Owner:** IT Operations **Classification:** Internal

Overview

NovaTech provides keyboards, mice, and other input devices to employees. This policy covers standard equipment, ergonomic options, and the request process.

Standard Equipment

Included with Laptop

All laptop orders include: - **MacBook users:** No external keyboard/mouse included (built-in) - **Windows laptop users:** Basic USB keyboard and mouse

Available Upon Request

The following are available at no cost:

Category	Standard Option
Keyboard	Logitech MX Keys
Mouse	Logitech MX Master 3
Trackpad	Apple Magic Trackpad (Mac users)
Webcam	Logitech C920 HD Pro
Headset	Jabra Evolve2 65

Ergonomic Options

For employees with ergonomic needs or preferences:

Keyboards

Model	Type	Notes
Microsoft Sculpt	Ergonomic	Split design, cushioned palm rest
Kinesis Advantage360	Ergonomic	Mechanical, fully split
ZSA Moonlander	Ergonomic	Customizable, split

Mice

Model	Type	Notes
Logitech MX Vertical	Ergonomic	Vertical grip, reduces strain
Logitech Lift	Ergonomic	Smaller vertical mouse
Kensington Expert	Trackball	Stationary, reduces wrist movement

Medical Accommodations

For ergonomic equipment due to medical conditions: 1. Contact HR with documentation from healthcare provider 2. HR coordinates with IT for appropriate equipment 3. No cost limit for medically necessary equipment

Request Process

Standard Equipment

1. Go to <https://help.novatech.com>
2. Select “Hardware Request” > “Peripherals”
3. Choose items needed
4. Provide shipping address
5. Auto-approved, ships within 3 business days

Premium/Ergonomic Equipment

1. Submit request through ServiceNow
 2. Provide business justification
 3. Manager approval required
 4. Ships within 5 business days of approval
-

Mechanical Keyboards

Mechanical keyboards are available for developers and others who prefer them:

Model	Switch Type	Notes
Keychron K2	Various	Compact, wireless
Das Keyboard 4	Cherry MX Blue/Brown	Full size, durable
HHKB Professional	Topre	Compact, premium

Request through standard hardware request process with brief justification.

Replacement Policy

Normal Wear

- Equipment replaced every **3 years** or when defective
- Submit replacement request when equipment degrades

Defective Equipment

- Contact IT Support for troubleshooting
- Replacement shipped if defect confirmed
- Return defective item within 14 days

Lost or Damaged

- Report immediately to IT Support
 - First incident: Replacement at no cost
 - Pattern of loss: Manager review required
-

Remote Employee Considerations

Remote employees receive: - Full peripheral setup for home office - Use home office stipend (\$500) for additional items - Internet reimbursement covers connectivity needs

For employees working from multiple locations, discuss needs with manager.

Office Hoteling Equipment

NovaTech offices have shared peripherals available: - Keyboards and mice at hot desks - Cleaned regularly by facilities - Report issues to local office admin

Personal peripherals may be stored in lockers (where available).

Returning Equipment

Return peripherals when: - Leaving NovaTech - Receiving replacement equipment - No longer needed

Low-value items (<\$50) do not require return. IT will specify in offboarding instructions.

Related Documents: Laptop Provisioning (IT-HW-001), Monitor Request Policy (IT-HW-002), Home Office Stipend (HR-WRK-003)