

Policy on the Provision of Personal Computing Equipment

Originator name:	Roger Stickland. Approval Body – Executive Board IT Group
Department:	
Implementation date:	June 2013
Date of next review:	This policy will be subject to regular review to ensure currency
Related policies:	Acceptable Use Policy, Purchasing Policy, Value for Money Policy, Leavers Policy, Data Protection, Policy on the Provision and Use of Software, Policy on the Provision of Mobile Phones

Version History

Version	Author	Revisions Made	Date
2.0	Roger Stickland	First Draft	February 2013
2.1	Gill Harding-Payne	1. Policy updated to include computer peripherals. 2. Recording and reporting procedures updates (2.3.2) 3. Terminology around IT roles and organisation structure updated Revisions reviewed and agreed with Finance and Faculty IT Managers	April 2015
2.2	Gill Harding-Payne	Policy updated to include all mobile devices	August 2015

Note this is a major revision of an early draft that commenced life in January 2012

Sign Off History

Version	Committee Name	Date of Sign Off
1	EBIT	June 2013
2.1	EBIT	March 2015
2.2	EBIT	

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1	Introduction
1.1	Purpose
	<p>This document sets out the policy for the provision of personal computing equipment (PCE).</p> <p>The aim of the policy is to:</p> <ul style="list-style-type: none"> - Set out responsibilities for provision of personal computing equipment - Obtain the best value for money in purchasing and support - Establish and fulfil a consistent expectation amongst users.
1.2	Scope
	<p>This policy covers the provision of all personal computers (PCs), laptops, notebooks, tablets, mobile devices and peripherals, including branded variants / equivalents by different manufacturers. The policy applies to all supplied personal computing equipment irrespective of the source of funding. For the avoidance of doubt, this includes personal computing equipment funded via research grants and contracts.</p> <p>The policy applies to all employees of the University and its subsidiary companies. The policy does not cover Acceptable Use Policies, Voice and Data contracts associated with mobile devices or the provision of software.</p>
2	Policy
2.1	Equipment Standards
2.1.1	The University has to provide staff with personal computing equipment needed to carry out their role. In most cases this need will be satisfied by providing either a desktop or a laptop computer together with essential peripherals such as keyboards and mice from a standard, predefined, range. Equipment provided may not always accord with personal preferences but will be sufficient for an individual to carry out their role.
2.1.2	The standard range of equipment will be subject to periodic review and revision by the IT Services Leadership Team (which consists of central and Faculty IT representatives). The Executive Board IT group will agree the principles under which the standard range of equipment will be specified.
2.1.3	The relevant Faculty IT Manager or Customer Support manager (for CSAS areas) must approve requests for equipment outside the standard range. In exceptional circumstances approval will also be required from the relevant Faculty Manager or Head of CSAS Department.

2.1.4	Staff may be provided with pre-owned equipment, providing it conforms to standard specification and is within age guidelines.
2.2	Budgeting
2.2.1	Forward budgets should allow for the replacement of equipment on a rolling programme. The assumed default lifespan for a standard computer is between 3 and 5 years. Faculties and CSAS Departments should budget for replacements on this basis. Deviation from this standard should be highlighted in the annual financial planning process.
2.3	Procurement and Asset Management
2.3.1	All computing equipment will be ordered by the IT function either through Faculty IT teams or through User Support. Equipment must not be ordered through other means. The University will not accept responsibility for funding or on-going support of equipment unless it is procured through approved channels. All PCE equipment procured for staff is the property of the University.
2.3.2	Requests for non-standard equipment purchased by the University will only be met when there is a clear business need e.g. where specialised computers are required for research purposes or for particular non-research related activities. Purchases falling outside standard equipment and / or preferred supplier guidelines will be recorded and those which have not been ratified by IT Services as justified on a technical basis will be reported to Deans and CSAS Heads of Department and to the Creating Value committee on a quarterly basis.
2.3.3	Non-standard equipment which is purchased through a research grant or contract will not be supported by IT Services from existing resources. Academic colleagues should therefore make provision for support as part of the funding application.
2.3.4	Requests for non-standard purchases for purposes other than research projects must have the prior support of the relevant line manager. If there is concern that non-standard equipment is not required for the specified purpose then the request will be referred back to the requestor's line manager for confirmation.
2.3.5	Personal computing equipment is purchased by the University and remains the property of the University even if purchased on a research grant or contract. In cases where an academic colleague moves to another institution, normal practices apply and it is expected that any PCE purchased on an active research grant or contract will transfer with them. It is the responsibility of the individual to ensure that all data which is not directly related to the relevant on-going research activity is permanently deleted from the equipment prior to the transfer. In all other cases, if an individual's formal connection with the University (typically but not exclusively employment) ends, the leaver's process should be followed and in liaison with HR, their department should

	ensure that all personal computing equipment is returned and accounted for.
2.3.6	When research funding covers purchase of personal computing equipment, academic colleagues are encouraged to identify any existing equipment surplus to requirements which could be made available for reuse.
2.3.7	A temporary need for a different type of equipment, typically use of a laptop, does not provide justification for the purchase of a new device. Opportunities for loan equipment exist and should be explored as the first alternative.
2.3.8	Purchase of a tablet device must be supported to the satisfaction of the requestor's line manager by a case demonstrating that a tablet device is essential.
2.3.9	Equipment that has been replaced or become redundant will be removed by IT with the objective of finding alternative use or ensuring safe disposal.
2.3.10	Staff must ensure that personal computing equipment is reasonably protected against inappropriate use, damage and theft. Adequate protection of data, particularly on mobile devices, is a user's responsibility. Guidance should be sought from the IT Senior Information Security Analyst.
3	Governance & Directory Requirements
3.1	Supporting Documentation
	<ul style="list-style-type: none"> • Documentation supporting the Policy can be found on the Procurement Website. • Data Protection Guidance • Acceptable Use policies