# IT Hardware Policy

## Aim

The aim of this policy is to ensure that all IT equipment is purchased in a compliant manner, ensuring equipment is fit for purpose, supportable and provides value for money. This policy is also intended to ensure that equipment is managed correctly throughout its lifecycle and all legal and compliance obligations are met.

## Scope

This policy applies to all workstations, laptops, desktops, tablets, mobile phones and peripherals purchased using University funds regardless of intended use. This policy covers staff and PhD students who are provided equipment as part of their role.

* Workstations, laptops and desktops may be collectively referred to as computers in this document.
* Tablets and mobiles phones are considered to be mobile devices and may be collectively referred to as such. There is a separate mobile phone policy which sets out the provision and management of mobiles phones and airtime contracts. The purchase and disposal of these devices must however comply with this policy.
* Peripherals are any device that connects to a computer either via a cable or via a wireless technology. This will include input devices (including keyboards, mice, touchpads or drawing tablets), monitors or screens, docks or hubs, printers and other such devices.

## Principles

The following principles apply to the purchase of end user IT hardware as defined under the scope of the policy:

1. Will be provided with the necessary equipment to perform their role.
2. IT hardware must be purchased via approved, compliant procurement processes from approved suppliers to ensure value for money, supportability and legal compliance.
3. IT hardware purchased by the University remains the property of the University until they are disposed of via the approved routes. Unless specifically identified in a funding agreement, this includes equipment purchased from research project budgets at the end of the contract.
4. Access to any such hardware is subject to all relevant policies (including the Acceptable Use Policy) and can be withdrawn at any time.
5. Unless there is a valid business case, adjustment or exception staff will be issued a single, standard specification Windows laptop
6. By default Computers will utilise the IT Services-supported core Windows, Mac OS or Linux builds and comply fully with the University’s Software Policy.
7. A standard set of equipment will be identified and allocated to all staff which will include desk-based equipment including a screen, headset, docking device, keyboard and mouse.
8. Exceptions to the standard provision will require technical approval from IT Services and the Heads of Operations (or nominee)
9. All hardware will be recorded in a central asset management systems
10. Computers with less that 5 years service will not be replaced, unless there is a valid reason.
11. All hardware must be returned when the user leaves the University or no longer requires that equipment. Any hardware that is no longer required must be returned to IT Services for evaluation and disposal and/or reallocation.
12. Computers must be disposed of in accordance with applicable Waste Electrical and Electronic Equipment Directive (WEEE) and ADISA regulations via the University's approved contractor. Devices cannot be retained by, sold to or given to staff, students or third parties.
13. Should a member of staff leave the University, their computer will be re-allocated to another member of staff provided it is still fit for purpose. This maybe to someone outside of the original purchasing school or department.
14. If a member of staff changes role or moved department/school, they will retain their equipment for their new role.

## Monitoring

ITS will monitor provision and use of hardware assets and will maintain central records of purchases, allocations and disposals. ITS will periodically audit hardware allocation to individual members of staff to maintain records.

## Failure to comply with this policy

All users of University IT facilities and services are bound by Loughborough University’s Charter, Statutes, Ordinances and Regulations and must adhere to the IT Acceptable Use Policy.

Staff or students who breach this policy may find themselves subject to the University's disciplinary procedures.

## Version Control

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| **Version** | **Date Issued** | **Approved by** | **Comments** |
| 0.3 | August 2024 | Director of IT Services | DRAFT – approved by IT Hardware Working Group |
| 1.0 | September 2024 | Infrastructure Comittee |  |
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