

ICT Equipment Policy

Classification:	Policy
Version Number:	1.1
Status:	Approved
Approved by (Board):	Information Governance Committee
Approval Date:	17 th May 2022
Effective from:	17 th August 2022
Next Review Date:	Annual
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Summary:	This policy defines the equipment which will be provided to University staff and PhD students and managed through cyclical replacement.
Scope:	All University Staff and PhD Students
Collaborative provision:	Not applicable
Assessment: (where relevant)	Not applicable
Consultation: (where relevant)	Not applicable
Relevant legal frameworks:	
Related documents:	Information Security Controls Policy and all sub-policies
Published locations:	support.hull.ac.uk
Document Communication and Implementation Plan :	Available upon request.

All printed versions of this document are classified as uncontrolled.

A controlled version is available from the university support portal.

ICT Equipment Policy

1. Introduction

- 1.1. This policy defines the equipment which will be provided to University colleagues to support their University work, and how this equipment will be managed through its life cycle.
- 1.2. This policy supports the overarching objectives of the [Information Security Controls Policy](#) and all subsequent sub-policies.

2. Scope

- 2.1. The ICT Department manage the full life cycle of IT hardware for University staff and PhD students and will ensure that people have access to one primary device which is up-to-date and fit for purpose. Each device will be replaced as part of a centralised cyclical replacement scheme based on the cycle defined below.

Device	Cyclical Replacement Term
Desktop PC	7 Years
Laptop	5 Years

- 2.2. Some devices with specialised use cases may be replaced earlier than shown above.
- 2.3. The ICT Equipment policy covers all University funded IT equipment. Equipment which is funded by external bodies, such as Research grants will not be replaced cyclically. It is the responsibility of the researcher to ensure that equipment remains fit for purpose and is used in line with University ICT Policies, available at <https://www.hull.ac.uk/policies>
- 2.4. All devices, regardless of funding source, will be capable of receiving latest operating system and application security updates in line with good Cyber Security practice.
- 2.5. All devices must be requested via the University Support Portal and will be configured with the ICT Department's managed software build, as per the [Managed Device and BYOD Policy](#).
- 2.6. ICT will provide a standard allocation of equipment based upon a users job requirements and their agile working arrangements.
- 2.7. Equipment will be provided for a users most frequent place of work based on the role having agile/mobile IT requirements and working location criteria.
 - 2.7.1. Where users are regularly onsite three days or more, and agile/mobile working is required, an Agile/Mobile worker equipment bundle (as specified in section 3.3) will be provided for use on campus only. For the days where this type of user works at a remote location, the laptop may be taken and connected with a users personal peripheral equipment.
 - 2.7.2. Where users regularly work less than three days onsite, an Agile/Mobile worker equipment bundle will be provided for use at a remote location (as specified in Section 3.3). For the days where this type of individual is working on campus, flexible working spaces will be

provided in line with the University space management guidelines and Campus Masterplan. These flexible spaces will provide a Monitor, Docking connector, Mouse, Keyboard and Webcam for use.

2.7.3. Where users work 100% on campus, and have no agile/mobile working requirements, a Fixed worker bundle (as specified in section 3.3) will be provided. For instances where a fixed worker temporarily requires a laptop device, this can be requested via the University Support Portal.

2.7.4. Part-time staff should follow the same principles detailed above, using a 60% / 40% calculation of onsite or offsite working.

3. Standard Equipment

3.1. The University will provide a single, appropriately specified, IT equipment bundle for a users needs. This equipment may be new or be from repurposed stock within an ICT supported specification.

3.2. Users who require more than one device, for example, for specific research needs may apply to ICT for an exception supported by suitable justification of requirements and approval from their line manager and local research budget holder.

3.3. Standard Equipment is defined as:

Fixed worker bundle	Agile/mobile worker bundle
<ul style="list-style-type: none"> • Desktop PC • Monitors (2) • Webcam (1) • Keyboard (1) • Mouse (1) • Headset (1) 	<ul style="list-style-type: none"> • Laptop • Docking station (1) • Monitors (2) • Keyboard (1) • Mouse (1) • Headset (1) • Webcam (1) • Carry case

3.4. A University standard laptop is appropriately specified for most professional services and academic activities, however, where a standard device is not capable of providing the performance required for a user’s particular activity, a suitable device will be provided following the approval of a [non-standard device request](#) via the University Support Portal.

3.4.1. In support of the Agile Working Policy, the University has made a significant investment in laptop equipment for staff and PhD students. The investment has been made under the premise that a laptop would become a users main computing device and travel with them between home and work. Where a user has a desktop PC still present in their office, this will be replaced with appropriate peripheral equipment in line with this policy to create a more flexible working environment. The desktop PC must be returned to ICT. To arrange the

return of IT equipment, please complete the [Returning ICT Equipment](#) form on the University Support Portal.

3.5. Peripheral Devices

3.5.1. Peripheral devices such as monitors, keyboards, mice and docking stations are not usually replaced on a rolling basis. However, should any of these peripheral items develop a fault or proven to be unfit for purpose during the product's lifecycle, they will be repaired or replaced by ICT.

3.6. MacOS / Apple Equipment

3.6.1. If users have a specialist need for a device running MacOS, i.e. to use specialist software, ICT may consider purchasing one, subject to an individual providing appropriate justification through an [ICT Equipment Request](#) on the University Support Portal. Whilst there are aesthetic differences between Windows and Apple devices, the hardware itself is similar. It is the software layer that provides the functional differences. If you are requesting an Apple device, your justification should detail the functionality you require and why it cannot be achieved with a Windows-based equivalent product. This should include any software applications where a Windows equivalent is not readily available or any requirement to interface with any external equipment which does not have support for Windows-based devices.

4. Staff and PhD Students – Starters, Leavers and Movers

4.1. Starters

4.1.1. All new starters who are joining from outside of the University will be provided with a new or repurposed device and peripherals upon arrival. These should be requested by the recruiting manager through the Support Portal.

4.1.2. Equipment should not be transferred from one user to another without intervention from ICT; this is to ensure the device is fully reset and the asset register and user details updated.

4.2. Leavers

4.2.1. Staff and PhD students leaving the University must return all allocated equipment to ICT on or before their last working day of employment. The equipment will be tested and reset to university default settings before being made available for general or specialist re-use depending on specification. Please note that the ability to logon to a device will be revoked at 10 pm on the day a user leaves the University. To arrange the return of IT equipment, please complete the [Returning ICT Equipment](#) form on the University Support Portal.

4.3. Movers

4.3.1. Where a user is changing department and their IT requirements within their new role does not change, equipment should stay with the user and move with them to the new area.

4.3.2. Where a user is changing department and their IT requirements within their new role requires equipment with a different specification or performance they should make a [non-standard device request](#) via the University Support Portal. Upon acceptance of that request they should arrange the return of their existing IT equipment through a [Return ICT Equipment](#) form.

5. Faults and Damage

- 5.1. All faults or damage should be reported to ICT at the earliest opportunity via the University Support Portal using the [Report a Hardware Issue](#) form. ICT will liaise with the supplier to arrange a repair, which can often be completed by ICTs in-house engineers. ICT hold a small stock of standard configuration Windows laptops which can be provided as a loan unit during the repair of the device. Alternatively, at the discretion of ICT and subject to availability, ICT may offer a direct replacement.
- 5.2. Where damaged goods are assessed as beyond economical repair, a suitable new or repurposed device will be provided as a permanent replacement.

6. Reuse/Recycling

- 6.1. Hardware that can be reused will be stored or deployed elsewhere. Hardware that has no further use to the University will be handed to the University's recycling partner who will process it in accordance with University WEEE and Data Protection policies. ICT will ensure the the University recycling partner has a zero-landfill policy and robust ethical guidelines in line with the University's sustainability strategy.
- 6.2. The transfer of ownership by sale (or gift) of ICT Equipment to staff, students or individuals outside the University is expressly prohibited.