



IT Equipment Policy

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University document:	Yes <i>A University document applies across the institution, is approved by a committee of Council or Senate and is held in the University Policy Directory on SharePoint.</i>
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- The University has adopted the principles of Designing for Diverse Learners, and all policy documents should be written with reference to these principles. Further information is available at the **Designing for diverse learners website**.
- An Equality Impact Assessment (EIA) must be considered for all new and amended policies. Further information is available from the **EIA section of SharePoint**.
- This document is available in alternative formats from **policy@hull.ac.uk**.
- All printed or downloaded versions of this document are classified as uncontrolled

IT Equipment Policy

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IT Equipment Policy

1 Introduction

- 1.1. This policy details the equipment provided to University staff and postgraduate research students to support their University work. It also outlines how this equipment will be managed throughout its expected operational life.
- 1.2. This policy supports the overarching objectives of the [Information Security Controls Policy](#) and all subsequent sub-policies, along with University Space Allowances and Design Principles.

2 Scope and Terms

- 2.1. This policy applies to all paid employees and agency workers of the University, and Postgraduate Research students (PGRs).
 - 2.1.1. This policy only applies to PGRs where a requirement for a personal computing device has been identified and agreed upon between their faculty and IT Services.
 - 2.1.1.1. Approval for PGR equipment must be obtained from a faculty leadership team member before requests are made.
 - 2.1.2. Visitors and Contractors completing work on behalf of the University will not be entitled to the equipment provided under this policy. Staff responsible for the employment of contractors should contact IT Services via the [University Portal](#) to ensure that work to be undertaken or systems to be accessed by contractors on behalf of the University are done so in line with our overarching Information Security Controls Policy.
- 2.2. Infrastructure Services manage the full lifecycle for IT equipment on behalf of University staff and PGRs and will ensure that they have access to one primary device which is both up-to-date and fit for purpose. Each device will be replaced as part of a centralised cyclical replacement scheme typically based on the cycle defined below.

Device	Typical Cyclical Replacement Term
Desktop Computer	7 Years
Laptop	5 Years

- 2.3. Some devices with specialised use cases may be replaced earlier than shown above.
- 2.4. 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 prove to be unfit for purpose during the product's lifecycle, they will be repaired or replaced by Infrastructure Services at the earliest opportunity.
- 2.5. Legacy equipment used by individuals away from the University Campus will not be automatically replaced.
- 2.6. This policy covers entitlement and replacement of all University funded IT equipment. Equipment which is funded by external bodies, such as through Research grants, HEIF or similar, will not be replaced cyclically. It is the responsibility of the user of such equipment to ensure that it remains fit for purpose and is used in line with policies available at <https://www.hull.ac.uk/policies>
- 2.7. All devices, regardless of funding source, must be capable of receiving the latest operating system and application security updates in keeping with the University's [Information Security Controls Policy](#).
- 2.8. All computers must be requested via the [University Portal](#) and will be configured with the IT Service's managed software build, as per the [Managed Device Policy](#).
- 2.9. The University campus or other University premises are an employee's contractual workplace, and the University will provide access to a designated workspace with appropriate IT equipment (See section 3.3). If it is approved by a line manager that an employee can work in an agile way, in line with the University's Agile Working Policy and procedure, the University will aim to facilitate access to an Agile/mobile worker equipment bundle as defined in section 3.2 as soon as possible. Whilst access to an agile/mobile worker bundle will be facilitated, the University will not supply or make a financial contribution towards the costs of any additional equipment, internet service or other costs incurred with remote working.
 - 2.9.1. The provision of agile equipment for most individuals will be prioritised by the University, however, there may be financial constraints around this and therefore a gradual phasing required.
 - 2.9.2. Where a job role requires the individual to work 100% on campus in a fixed location, such as at a reception or service point, a 'Fixed Worker' bundle (as specified in section 3.2) will be provided.

- 2.10. University workspaces (See definition in 3.3.1 below) will be provisioned with peripheral equipment to support everyday technology activities as defined in section 3 of this policy.
- 2.11. Equipment provided within University workspaces must not be removed or relocated.

3 Equipment Entitlement

3.1. The University will provide a single, appropriately specified, computer equipment bundle for an individual's needs. This equipment may be new or come from repurposed stock within a university-supported specification.

3.1.1. Exceptions to the provision of a single computer will only be considered for approval in the following circumstances:

- 3.1.1.1. Tasks requiring dedicated equipment. For example, IT Equipment to attach to specialised laboratory equipment for teaching or research.
- 3.1.1.2. Equipment in support of documented reasonable adjustments. For example disability or pregnancy; these exceptions shall be considered by Infrastructure Services in consultation with an individual's line manager and Occupational Health.

3.1.2. Exceptions will not be considered based on an individual's mode of travel unless identified by Occupational Health as a reasonable adjustment.

3.2. Equipment entitlement:

Fixed worker	Agile/mobile worker
<ul style="list-style-type: none"> • Desktop Computer • 27" Monitor • Webcam • Keyboard (1) • Mouse (1) • Headset (1) 	<ul style="list-style-type: none"> • Laptop • Keyboard (1) • Mouse (1) • Headset (1) • Carry case

3.2.1. A University standard desktop or laptop device is appropriately specified for most professional services and academic activities, however, where a

standard device is not capable of providing the performance required for an individual's particular activity, a [Non-standard device request](#) should be raised via the University Portal and submitted for consideration and approval.

3.2.2. In support of its Agile Working Policy, the University has made a significant investment in laptop equipment. The investment has been made under the premise that a laptop will be an individual's sole computing device and travel with them between work locations. Where an individual has a desktop computer still present at their on-campus workplace location, this will be removed by Infrastructure Services and replaced with peripheral equipment as specified in section 3.3 to create a more flexible working environment and support the use of their laptop equipment whilst working on campus.

3.2.3. Individuals who have a specialist need for a device running MacOS, must provide appropriate justification through an IT Equipment Request that should be made through the University Portal.

3.2.3.1. Requests for MacOS equipment will not be considered based on an individual's preference.

3.3. University Workspace Equipment

3.3.1. A University Workspace is defined as an individual office or shared office space either on campus or within a University-owned satellite site.

3.3.2. To complement an agile worker equipment bundle provided to an individual, new and refurbished University workspaces will be provisioned with the following equipment. This equipment must remain within the space in which it was originally deployed.

University Workspace
<ul style="list-style-type: none"> ● 27" Docking Monitor ● Laptop Stand ● Webcam

3.3.3. Where a University Workspace has not been refurbished, a similar setup will be provided from existing equipment stock but may differ from the standard above based on equipment availability and compatibility. For example, 2

smaller monitors may be provided instead of one large monitor, or a separate docking station rather than a docking monitor.

- 3.3.4. Additional equipment in support of individuals with documented reasonable adjustments will be provided on a case-by-case basis, in consultation with a line manager, and supported by an Occupational Health assessment.

4 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 computer upon arrival. This should be requested by the recruiting manager through the University Portal.
- 4.1.2. Equipment must not be transferred from one individual to another without intervention from Infrastructure Services; this is to ensure the device is fully reset, any personal or confidential data is removed, and the asset register details are updated.

4.2. Leavers

- 4.2.1. Staff and PGRs leaving the University must return all allocated equipment to Infrastructure Services on or before their last day of employment or study. The equipment will be tested and reset to University default settings before being made available for general or specialist re-use depending on specification. IT User Accounts are closed at 10 pm on the day an individual leaves the University and the ability for an individual to access University-owned equipment will cease at that time. To arrange the return of IT equipment, please complete the [Returning IT Equipment](#) form on the Staff Portal.

4.3. Movers

- 4.3.1. Where an individual is changing departments and their IT requirements within their new role do not change, the computer should remain with the individual and move with them as they move to the new area. Peripheral equipment at their assigned University workspace must not be moved.
- 4.3.2. Where an individual is changing departments and their IT requirements within their new role require equipment with a different specification or performance they should make a non-standard device request via the

University Portal. Upon acceptance of that request, they should arrange the return of their existing IT equipment through a [Returning IT Equipment](#) form on the Staff Portal.

5 Faults and Damage

- 5.1. All faults, or damage to University IT equipment, must be reported to Infrastructure Services at the earliest opportunity via the University Portal using the Report a Hardware Issue form. Infrastructure Services will liaise with the supplier to arrange a repair.
- 5.2. Where damaged goods are assessed as beyond economical repair, an alternative device will be provided as a permanent replacement. Please note that this may either be a new or repurposed device.

6 Reuse/Recycling

- 6.1. Hardware that can be reused will be stored for future redeployment.
- 6.2. Hardware that has no further use to the University will be transferred to the University's recycling partner who will recycle it in line with University Waste Electric and Electronic Equipment (WEEE) and Data Protection policies. Infrastructure Services will ensure that the University recycling partner has a zero-landfill policy and robust ethical guidelines in line with the University's sustainability strategy.
- 6.3. The transfer of ownership by sale (or gift) of IT Equipment to staff, students or individuals outside the University is expressly prohibited.

7 RACI Matrix

- 7.1 The table below outlines the roles that are involved in ensuring this policy is adhered to, enforced, and kept up to date.

	Definition	Role
Responsible (R)	Answerable for the correct completion of the task	IT Service Desk IT Purchasing IT Field Services
Accountable (A)	Delegates and must sign off (approve) the work that those <i>responsible</i> provide	Associate Director – IT Customer Services
Consulted (C)	Provide input based on how this will impact their domain of expertise	Capital Investment Committee
Informed (I)	Those who are kept up to date on progress	

8 Version Control

Version	Author	Date approved	Relevant sections
2.0	Kev Sach	23/5/24	