

End User IT Equipment Policy

The policy will be reviewed annually to ensure minimum specifications remain fit for purpose.

Purpose

This policy outlines the standards for purchasing and maintaining IT equipment, specifically Apple MacBooks, PC desktop & laptops, to ensure compliance with University procurement policies and a standardised supportable device for all users.

Scope

This policy applies to all employees, contractors/visitors, and students who may be provided with IT equipment by the University, through departmental/hospital/grand funds or budgets.

Equipment Specifications

All devices provided shall be aligned with minimum UIS UMD specifications, which are currently:

- RAM: 16GB
- Storage: 512GB SSD
- CPU: Latest generation Apple M-series for Macs, AMD, or Intel processors for PCs

Standard Models

Staff will be allocated a standard level UMD device (PC or Mac) according to the most appropriate device, fit for purpose and for their area of work. Current UMD supported models:

MacBook: MacBook Air (13-inch) capable of running latest supported Operating System (macOS)

Mac Desktop: Mac Mini, capable of running latest supported Operating System (macOS)

PC laptops: Dell Pro 14 Plus (was 14-inch Latitude) models, capable of running latest Operating System (Windows 11 and higher)

PC desktops: Dell Pro Micro/Slim Plus (was OptiPlex Micro/SFF) models, capable of running latest Operating System (Windows 11 and higher)

Non-standard Models

Non-standard devices/configurations must be requested with a clear indication of why this is essential to for the role and be accompanied with a statement of support from the line manager. Requests may be routed through the IT Committee and assessed according to a standard process.

Devices for research teams/project members will normally be subject to the demands and available funds of the specific research project, but the starting point of a standard UMD device should be

considered first, with centralised University facilities such as HPC clusters used for computationally intensive tasks.

Example of a higher specification device for research: MacBook Pro (14-inch and 16-inch), Mac Studio desktop or Dell Pro Premium laptop/desktop *with higher* than standard specification.

Purchasing Guidelines

Funding: devices are charged to the appropriate source of funds relevant to the staff member (e.g. clinical services staff devices are charged to clinical services, academic department staff are charged to academic department, researchers/PhD charged to appropriate research funds) in line with IT team budget agreed in advance by IT Committee

Approval: All purchases must be done in collaboration with the IT department. Standard specifications of device with appropriate funding source will be approved. Non-standard models require clear business case for why elevation of specification is required and suitable funding source provided.

Equipment Selection: Equipment should be purchased from authorised University suppliers to ensure warranty and support.

Warranty: Devices should expect to be purchased with a 5-year warranty. A warranty uplift should be purchased to bring a device to 5-years' warranty if not already provided by supplier.

Usage Guidelines

Software Installation: UMD devices allow access to approved & curated software that users can install on University-provided laptops via Self-Service/Company Portal apps on the device. Additional applications should be for University related work, and IT team should be able help with installation with elevated credentials on a device if required, but some older software apps may not be usable on most up-to-date OS.

Security: Users must adhere to the Universities cybersecurity policies and protocols, including regular updates and use of antivirus software.

Maintenance: The IT department will conduct regular maintenance checks to ensure equipment is functioning optimally.

Replacement and Disposal

Replacement Cycle: The replacement cycle is managed by the IT team. Devices are expected to be replaced no sooner than 5-years to ensure up-to-date technology, warrantable status, and compliance with University cybersecurity policies. Early replacements will be made only where this is deemed essential by the IT team (including but not limited to uneconomical repair due to non-warrantable failure) or where a specific case is put to and supported by the IT Committee.

Should a device state become a specific cybersecurity threat, for any reason, (including but not limited to threat warning from UIS security scanners/malware detection), the device can be removed or

blocked from the University network, potentially with no notification given to the user, depending on the threat level.

Disposal: Old equipment must be returned to the IT department, by the user, for proper disposal and recycling. Devices will have storage secure wiped or destroyed before leaving site. Typically, devices will go for recycling via the University's approved recycling contractor(s). In some exceptional cases, a device at the end of its serviceable life (normally 5-years) may have its ownership transferred from the University to an individual, following the appropriate policies and procedures of the department and University to do so.