Guidance for IT Sustainability: Personal Computing Devices Policy  
Rough Draft

The reasons for the changes

1. **Environmental**  
   The University has committed to become zero carbon by 2040 and this policy contributes to that target through a more sustainable approach to the manufacture, transport, supply and disposal of computing devices. This approach is already standard across large parts of the HE sector. We expect these changes to achieve carbon savings of 100 tonnes annually. These are operational carbon only and excludes savings from mining, manufacture and disposal. 100 tonnes is about 0.1% of total University footprint equivalent to total carbon usage from 10 to 20 households. In addition, the manufacturing, transport and disposal of approximately 5,000 devices annually leads to other significant carbon and environmental damage.

2. **Ethical**  
   Many manufacturers directly or indirectly operate in or through regions of poor humanitarian practices including slave labour and child labour. By ethically sourcing our devices from responsible suppliers, we prevent the risk of enabling these practices.

3. **Security**  
   With an increase of devices used comes an increase in risk as regards security and data protection. The limitation of the number of different device models available to a small manageable number will enable Information Services and your local IT services to offer an improved and more focused service. We will aim to supply new standard devices from ready stock within two days of the order being placed and paid for. By reducing the number of devices, we will be able to offer a faster, higher quality, more secure and more focused service to support this selection of devices. Simply put a much smaller number of different standard devices means that the IT teams can focus on ensuring that all software works on these standard machines, that upgrades happy faster, that provision from pre-bought stick can happen quicker, that replacement parts and peripherals are in stock for fast access, that the support knowledge is focused on these few standard devices and that the security, performance and capability of the device is optimised.

4. **By reducing the number of different devices the University will be able to better choose sustainable and responsible suppliers who better meet our environmental and sustainability goals.**

5. **Currently there are hundreds of different types of desktops, Laptops and tablets used across the University. This represents a very costly and difficult to manage diversity of devices that severely restricts the ability to support, repair, test, maintain, and secure these devices.**

6. **The University is required to make any purchases in line with Scottish procurement rules. We have frameworks in place for equipment and these will cover at least 80% of our normal purchases. The frameworks have been negotiated nationally to ensure we get the best deals for our purchases. The focus for all equipment purchases**
should be based on requirements rather than preferences. IS will provide support to help you find the right equipment for your needs. The implementation of a standard replacement cycle will improve IT security across the University. Manufacturers do not support older machines (i.e. that 5 years and over) and therefore do not provide essential security patches and upgrades. This is something few members of University staff are aware of and it is a serious IT security issue for the University.

10. Financial
11. Depending on the approach that is agreed, the potential savings that could be made range from £350,000 to £1,400,000 per annum just on hardware purchase savings alone.
12. Cost savings will be made by limiting the number of supported devices and buying in bulk from a smaller number of suppliers. This supports the strategic principles of the Service Excellence Programme, making efficiencies across the University. Proposed Procurement Hubs will be implemented in October 2020, ensuring that responsible suppliers are used.
13. Lowering the number of peripherals, savings on support costs, savings on client software licence costs, and electrical and running costs of multiple devices are also being taken into consideration and will bring further benefits to overall cost savings.

Policy Guidance
14. Application
15. This policy applies to all staff, whether they are professional services or academic staff, who require a computing device in order to carry out their day to day job. This policy is not retrospective. No functioning university-owned machines will be revoked provided devices are no older than 4 years for laptops and tablets or 5 years for desktops. The policy will apply from the point of replacement for the first of any multiple devices held by an individual. Devices older than the standard will be retired and disposed of responsibly. The University has a process in place for the reuse and disposal of computing devices. Warp It2 provides a means for IT equipment to be advertised and exchanged or sold between departments – whilst remaining within University ownership. The platform is open to all staff, including researchers.
16. New staff who are replacing a former member of staff, will normally inherit the computing device of that former staff member provided it is less than 4 years old and meets their needs.
17. For new staff in newly created posts, a standard computing device will normally be purchased.
18. Mobile phones are out of scope and are not included in this policy.
19. Researcher workstations are exempt from this policy. ‘Research workstation’ is defined as a device which is used primarily to facilitate digital research.
20. The graph below will help determine which path to take:
21. Bring your Own Device (BYOD)
22. A BOYD is any computer or device that you own, that is used for any kind of University business. If you use your own device to carry out your University work, you must comply with the University policy on Bring Your Own Device. It is your responsibility to ensure that the device is configured securely.

23. Self Managed Devices
24. Many laptops and many desktops are not configured using Supported Desktop. You still have a responsibility to protect all the information they carry. With a self-managed computer you have the responsibility to configure it as strongly and safely as practical.
25. Any device you use that has not been configured by the University Supported Desktop, or is not automatically configured by a service in your School, Deanery, Institute or Planning Unit, counts as "self-managed".
26. This "automatic configuration" needs to be of the kind that keeps your computer up-to-date on a regular basis. If the computer is only configured once, at the time it is allocated to you, it will quite likely count as self-managed and you need to take responsibility to keep it securely configured.
27. Information on how to secure your device can be found on the How to protect section of the Information Security website.

28. School-managed devices
29. Some Schools have their own methods for managing the configuration of devices for staff, for their labs, and in some cases for students. Check with your School IT support team if you are not sure if a device you are using counts as self-managed.

30. Lost / Stolen Equipment
31. Lost or stolen equipment will be replaced in line with this policy, with the replacement cycle starting on the day the replacement device is provided.

32. Broken Equipment
33. Broken equipment within warranty will be repaired or replaced under warranty. Where the device is beyond repair and a new device provided the replacement cycle will start on the day the replacement machine is provided. For devices outwith warranty, the local IT Support Team will advise on whether the device needs to be
34. **Standardised List**
35. There will be a standard list from which staff members can choose their new device. We recognise that manufacturers will update and replace devices regularly and the list will be revised on an ongoing basis in consultation with researchers, staff and IT professionals.
36. Today’s laptops are much more powerful devices than those of only a few years ago. A standard docked laptop is just as powerful as a standard desktop, but with the added benefit of being portable.
37. Need something at the top end of the performance scale? – use our configurator to adjust the speed, storage and graphics capabilities of your chosen device.
38. Already have a laptop and a tablet? You can combine those in a single all-in-one device - ask our CIO to let you see his all-in-one laptop. The screen flips over and it’s a tablet. At his desk it slots into a docking station so as he can work on two screens and sync his data over the wired network.
39. In ISG, the Business Admin Team have all moved to docked laptops. These are all standard machines, much faster than the desktops they replaced and the whole team now has the flexibility to work from anywhere. Moving to docked laptops also meant we could dispense with our pool of laptops for meetings and that delivered savings that could be invested elsewhere.
40. Your device needs assistive technology? Our Disability Information Officer tests all the assistive technologies we provide and has all these working on her standard laptop.

41. **Procurement**
42. Note: Details of the Procurement process will be provided by Service Excellence and the Procurement work stream.
43. Emergency purchase in the field. It may be necessary, in emergencies, to quickly source a spare power charger or other key item in order to continue your work.

44. **Peripherals**
45. For those staff members who opt for a laptop as their device, a docking station, monitor(s), mouse, keyboard, etc. will be included in the policy.

46. **Replacement Cycle**
47. Our supplier of desktop and laptops, HP, along with Dell have published support information for their current and previous models and how this relates to Windows 10. Windows 10 is released semi-annually and from the information released, systems older than 4 years old for laptops and 5 years old for desktops are not being tested, device drivers updated or patches to firmware released. This means that within the context of maintaining and securing University systems, we cannot support systems that are no longer fully supported by our suppliers.
48. There is a similar story with Apple in that their operating system, released annually, is no longer being supported on Apple desktop devices older than 6 years and Apple Laptops older than 5 years.
49. In addition to support, we are also seeing a performance increase in newer systems both in terms of speed (faster processors, solid state disks in place of traditional hard disks) but more importantly in terms of sustainability. For example, an average
desktop older than 5 years old (HP 8300 SFF) used 49W of power in normal
description, compared to the current desktop (HP 800 G4 SFF) which uses considerably
less at 13W. This does represent significant savings in terms of energy consumption.
50. In terms of laptop devices, for both Windows and Apples, devices have a reduced
lifespan due to wear and tear, varying environmental conditions (whilst being
transported) and a battery life that diminishes over time.
51. The replacement cycle has therefore been set as
   a. Six years for Apple Desktops (Apple Mac)
   b. Five years for windows desktops and Apple Laptops (Macbooks); and
   c. Four years for windows laptops and all tablets.