

PROCUREMENT OF IT DEVICES POLICY

Procurement of IT Commodity Devices

Overarching Principle

Staff in all areas of the University should have access to the necessary commodity IT devices (e.g. PCs, laptops, tablets etc.) so that they can work effectively and safely while ensuring that the University achieves value for money on all purchases.

Staff in different areas of the University and performing different roles will have different needs for such devices and different Departments, Directorates, Faculties, Schools or Units will also have different needs. Thus it is recognised that there must be flexibility in the approach to the purchase of such devices.

Devices that are designed for home rather than business use and/or not correctly configured represent a serious risk to the information security of the University, organisations with which it partners for research and knowledge exchange, our students, and individual members of staff. The University has to ensure that the information security of all of these stakeholders is protected.

Scope of Policy

This policy applies to all University purchased commodity IT devices such as PCs, laptops and tablets, regardless of operating system or manufacturer. The only such devices excluded from this policy are devices purchased to manage or control equipment e.g. to control specialist research equipment or specialist business equipment.

It applies regardless of what budget the device is purchased from. Devices such as laptops purchased from grants for general or personal use are covered by the policy.

Policy

All commodity IT devices must be purchased via appropriate purchasing frameworks.

Implementation of the Policy

Arrangements for complying with this policy must be made locally. Good practice would be to ensure that devices are procured by an IT professional. All devices should comply with the following:

- Devices must be set up and configured by IT professionals when they arrive
- Devices must be configured appropriately for their use in a business environment and must comply with all [Information Security policies](#). In particular, attention is drawn to the fact that the devices must comply with:
 - [Policy on the Protection of Information held on Mobile Devices and Encryption Policy](#)
 - [Anti-Virus Policy](#)
- Devices must only contain legally licensed software; that is, software for which the University has a license, software specifically purchased for use on that device, or software available free of charge

Local decisions may be made in conjunction with this policy to:

- Limit models and makes of devices purchased
- Determine what operating systems should be used
- Determine any specific software image that should be used
- Ensure that devices are replaced at a reasonable frequency.

Provision of Advice

Help and advice on procurement frameworks is available from:

- Local IT Staff
- Information Services Helpdesk
- [University Procurement team](#)

Help on advice on set up and configuration of devices is available from:

- Local IT Staff
- Information Services Helpdesk

Information on site licensed software is available at

- <http://www.strath.ac.uk/is/software/>