

Client Device Policy

Version Control History

| Version Number | Date of Change | Summary of Revisions Made |
|----------------|----------------|--|
| .0 | August 2022 | New Policy Submitted |
| .1 | November 2022 | Policy approved for publication by CMT |
| .2 | March 2023 | Rebranded |

Client Device Policy

1 Introduction

- 1.1 This document contains the key policy facts, responsibilities, and processes in relation to the management of client devices for college employees.

This policy covers the selection, purchase, deployment and disposal of physical desktop and laptop computers by the College on behalf of its staff and students.

This policy aims to minimise the costs and risks inherent in purchasing and supporting a large estate of IT equipment.

Client Devices supplied, through or funded, by the College are for the business of the organisation and remain the property of the College at all times unless an external funding explicitly states that the device can move with the member of staff.

2 Strategic Vision, Mission, Values

- 2.1 The Perth College UHI ICT and Digital Transformation Strategy (2022-2025) aims to create a knowledgeable, flexible and responsive ICT service, supporting staff and student needs on and off campus.

This strategy states all staff should have access to a secure device, and the service provided by the ICT Team should be scalable and secure.

The goals of which are to evidence:

- Resource utilisation improvement.
- Duplication removed.

3 Scope

- 3.1 This policy applies to all PCs and non-PC computers (desktop or laptop) running macOS or Windows purchased using College funds for staff or students in their normal duties. (Note: Research funds, equipment acquired through Access to Work, or externally funded grants are treated as college funds) and provides additional clarity to the IT Asset Management Policy.

The policy excludes:

- Devices covered by the IT Mobile and bring your own device (BYOD) policy.
- Specialised servers, storage and core infrastructure purchased by UHI/Perth College, which are subject to separate standards.
- Specialised, single use, client equipment.

4 Definitions

- 4.1 **BYOD Bring your own device.** These devices are not purchased, funded, managed or owned by the college.

Lifecycle. Under WEEE regulations there may be liabilities associated with the subsequent use of the equipment, and such systems may store information that is confidential; thus, care must be taken over their disposal, this will remain under control of the college to ensure compliance.

5 Aims/Objectives of the Strategy

- 5.1 All staff will receive one laptop or computer, keyboard, mouse, and up to two monitors. Exceptions to this, should be supported by an agreed business case or funding.

Staff working flexibly may choose to relocate some equipment from their on-campus office to their home, but the College will not provide duplicate equipment for both locations.

Students will be provided an appropriate number of shared devices for general use.

All client devices will utilise the Staff Desktop and comply fully with the College's Software and Security Policies.

All client devices will be purchased in line with the College's procurement policy.

Responsibilities

The Finance Team will:

- Support ICT to undertake procurement reviews for Client Devices.
- Ensure the College has adequate budgetary provision for Client Devices.

ICT will:

- Make available a selection of standard, fit for purpose and secure Windows desktop, laptop PC models.
- Hold the budget for all client devices.
- Appoint a client device budget holder who will have clear responsibility for the effective use of that budget, reviewing and approving requests.
- Ensure that all staff are provided with guidance as to the suitability of the standard devices to enable staff to carry out their role(s).
- Manage the purchase of all client devices.
- Plan and execute a cycle of replacement of core funded devices, including devices made available for student use within teaching rooms.

- Have a clear process for managing assets, including physical labelling and entry into the asset management system.
- Have a clear process for the inventory and audit process for client devices.
- Ensure client devices are maintained in line with College Information Security policies.

End-users will:

- Follow the relevant IT policies.
- Take reasonable steps for the security and care of their client device.
- Follow and accept the outcome of the business justification process if a standard client device is not fit for purpose.
- Return their allocated client device to ICT when leaving the College.
- Use online storage for all data such as OneDrive or SharePoint and not store data locally on the device except where temporarily necessary.

Client Device Lifecycle

- Client Devices will be purchased with a framework standard on-site warranty.
- Desktops will not be replaced before 6 years of operation and only if deemed not fit for purpose or beyond economical repair.
- Laptops or PCs will not be replaced before 5 years of operation and only if deemed not fit for purpose or beyond economical repair.
- Staff may receive client devices that have been previously deployed.

Fit for purpose versus warranty

All College budget holders have a responsibility to maximise sustainability by minimising the environmental and financial impact of client devices.

There may be times when a device has reached the end of its prescribed lifecycle and continues to be fit for purpose in some way.

The College reserves the right to issue out of warranty client devices.

6 Linked Policies/Related Documents

PC-ICT and Digital Transformation Strategy 2022-25

7 Relevant Legislation

Duty of Care – Waste Legislation

The [Duty of Care](#) is a code of practice to support the [1990 Environmental Protection Act section 34 \(1\)](#). Waste can be solid, liquid or gaseous. The code of practice states, amongst other issues, that you must store waste safely and securely.

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It applies to anyone who:

- Keeps or stores.
- Recycles.
- Disposes of waste.

If you give waste to someone else, you must be sure they are authorised to take it and can transport, store, recycle or dispose of it properly. Movement of all controlled waste is monitored through Waste Transfer Notes (WTN).

If you break this law, you can be fined an unlimited amount or, in serious cases, be imprisoned.

For more detailed information on the Duty of Care, please visit the [NetRegs website](#), where you can download a [Duty of Care summary leaflet](#).

The Waste (Scotland) Regulations 2012

These regulations make it a legal requirement to separate and recycle waste from all businesses and organisations. This includes plastics, metals, paper, card, glass and, in some circumstances, food waste. You must also recycle these items in accordance with the Duty of Care.

Waste Electrical and Electronic Equipment (WEEE) Regulations 2006

The Waste Electrical and Electronic Equipment Regulations 2006 aim to reduce the amount of WEEE being disposed of.

Business or Non-Household End Users of WEEE

Businesses producing waste are required to comply with the Duty of Care. On top of this, the Waste Electrical and Electronic Equipment (WEEE) legislation introduces responsibilities for businesses when they dispose of their electrical waste.