



THE UNIVERSITY OF
WAIKATO
Te Whare Wānanga o Waikato

**Desktop Computer Standards;
Provisioning, Replacement, Disposal
and Redeployment**

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Purpose

1. These standards provide a framework for appropriate, equitable and cost-effective provisioning of desktop computing, which are provided for use by the University community for teaching, learning and research, and to assist with the administration of the University. In addition, to incorporate cyber security standards, software licensing commitments, hardware support and management of computing fleet along with sustainable practices for the recycling and disposal of University computer equipment.
2. Within the University's capital budget, ITS is allocated funds for the provision of computers for new positions to the University, and ongoing replacement of staff and lab computers. ITS aims to provide appropriate computing tools for all staff in line with the requirements of the users.
3. The current approach, which has been in place for a number of years, does not provide transparency and consistency around what computer equipment is funded through the ITS CAPEX replacement budget, and what needs to be funded by the faculties/divisions. This document has been developed to provide clarity of the current standards for computer provisioning and replacement.
4. Computers regardless of cost must be purchased using CAPEX funds, as per the University's [Procurement Policy](#).
5. Any other ICT device item worth more than \$2,000 dollars, is CAPEX, regardless of the item type e.g. mobile phone, ipad. If less than \$2000 will be funded from divisional OPEX funding and must be purchased via ICT Procurement.
6. Computer peripherals including keyboard, mice, monitors, docking stations, bags, power supplies can be purchased via OPEX and a selection of these are published on Unimarket within the Dell and PB Tech catalogues.

Date of effect

7. These Standards are effective from **20th August 2020**.

Definitions

8. In these standards:

CAPEX means funding source is from Capital budgets.

Computer means any computer, laptop or desktop owned or administered by the University.

ICT Procurement means the ICT Procurement team, that forms part of ITS.

ICT Relationship Manager means the ITS staff member responsible for managing the ITS relationship with your Division.

ITS means the Information Technology Systems Division of the University of Waikato.

OPEX means funding source is from operational budgets.

Peripheral hardware means, monitors, keyboard, mice, docking stations, laptop bags, etc.

Research Funded means any funding for the purpose of research, regardless of if the funding is from Internal Research funds - e.g The University Research Trust, or an external organisation.

Staff means anyone who has a “staff-like” relationship with the University of Waikato whether employed on a fixed-term, full-time, part-time, casual basis, including PhD students, contractors and emeritus/honorary roles.

University means the University of Waikato.

Other Documents

This standard is to be read in conjunction with the following documents

- [The University’s Procurement Policy](#)
- [Capital Asset Policy](#)
- [The University’s Strategy](#)
- [The University’s ICT Strategy](#)
- [Other ITS Policies and Standards](#)

Computing Standards

9. The University of Waikato’s standard computer offering is a Windows based computer. Any exceptions to the standard will need to be approved by the staff member’s PVC/Director and the Chief Information Officer (or delegate).
10. ITS will define the standard specifications of the computer, and will be responsible for reviewing these specifications on a regular basis to ensure computers meet the needs of users.
11. All computers are to be procured through the ICT Procurement team, as per the [University Procurement Policy](#), and to ensure appropriate level of security and device and software licence management.
12. Academic and General staff will be offered the choice of **one** of the following computers provided by the University:
 - a. One of a range of standard laptops, or
 - b. One of a range of standard desktop PC’sSpecifications of standard computers can be found [here](#).
13. The University will not provide the staff member with an additional computer.
14. A new employee starting in an existing position - It is expected that the existing equipment will be used and replaced in the usual replacement cycle.
15. A new employee starting in a newly created position may be provided with a standard computer bundle based on the requirements of their position. This must be triggered via a Kuhukuhu request select; New Starter form.
16. A standard bundle includes:
 - a. A choice of either a PC 2x including monitors, wired keyboard, and mouse; or a Laptop including 2x monitors, wired keyboard, mouse, laptop case and docking station

17. Computer LABS will be managed by ITS both at a budget and computer specification level.
18. New and replacement of computers will be charged to the ITS CAPEX budget. ITS will forecast expected total CAPEX, tracking where exceptions to standards have been made and the associated cost, and agreeing with the Finance Division on the implications at an organizational level.
19. ITS will replace computers on a 5 year cycle. Computers will be replaced on a like for like basis using the closest standard match available, and current business requirements.
20. ITS will only replace the computing device on the 5 year cycle and not any peripheral hardware, this will be funded from Divisional OPEX budgets as needed. A [list](#) of supported peripherals will be maintained by ITS, and should be purchased via Unimarket.

Research Funded Computer Equipment

21. Where a research grant specifies CAPEX for the purchase of specific computing hardware, this will be funded from the appropriate research budget. This should be discussed with the Research Office and your ICT Relationship Manager, and will not be eligible for replacement as part of 5 year replacement cycle unless the project has new approved CAPEX funds for IT Hardware.
22. Computer equipment funded as part of a research contract **must** be returned to ITS after the conclusion of the research contract for reallocation to other Schools or equivalent, recycling or disposal.
23. Where a computer is needed for specific research activities and the standard device does not meet the specifications required to conduct that research, research funds can be used in part to fund the additional specified components over and above the standard bundle cost.
24. Where a computer has been partially funded by research it will only be eligible for replacement with a standard bundle unless research has available funds to top up as part of the 5 year replacement cycle.

Dealing with End-of-Life & Redeployment of Computers

25. The University is committed to good practice in asset management; ITS manages the disposal of end-of-life computers & redeployment of underutilized computers & peripherals in the following order of priority:
 - a. reallocation to other areas within the University if less than 5 years old
 - b. donation to schools through the donation program
 - c. disposal via the approved salvage process
26. All end-of-life computers must be returned to Information and Technology Services; before or as part of the disposal of the computer equipment, Information and Technology Services will ensure the cleaning or erasure of the hard drives, to ensure the security of data and compliance with software license agreements.

27. End-of-life computers disposed of under sections 27 b and c of this policy are removed from the University's capital asset management register.
28. The University of Waikato cannot sell or gift Computer Equipment directly to staff. Equipment disposed of under section 27c maybe purchased by staff directly from the disposal partner. The details of the disposal partner and the process for purchase of ex UoW Computer equipment, will be advertised by ITS [here](#).
29. Items purchased by Staff under section 28 of this standard are not supported by ITS, and any issues with this equipment will be between the purchaser and the disposal partner they purchased it from, and governed by the terms of sale of the purchase contract.
30. The University is not liable for any loss associated with an end-of-life computer disposed of under sections 27 b and c of this standard.

Variations

31. Staff members can raise a request to have a different specification of computer based on a genuine job/work related requirement. Any variation to the standard specifications should be discussed with your relevant ICT Relationship Manager, have approval by the Pro Vice Chancellor/Director of the staff member's division, and logged into Kuhukuhu for Chief Information Officer (or delegate) approval.
32. Upgrades post-initial purchase, e.g of RAM, SSD, replacement keyboard/mouse, replacement or additional monitors, needs to be funded out of the Faculty/Division's OPEX budget.

Disputes

33. A dispute concerning any matter under these Standards may be referred to the Chief Information Officer.

Breaches

34. Where a staff member believes on reasonable grounds that these Standards have been breached, such that the activities of the University are impeded or prejudiced, they should raise this with their ICT Relationship Manager in the first instance.
35. The Chief Information Officer may take any action that he or she thinks appropriate on becoming aware of a breach of these standards.
36. The Chief Information Officer who has made a decision under this section may, if he or she considers that the breach is sufficiently serious, refer the matter to the Vice-Chancellor, who may arrange for the matter to be dealt with under the provisions of Staff Code of Conduct or if this is not applicable as the Vice Chancellor thinks fit.