DESKTOP HARDWARE AND SOFTWARE ACQUISITION POLICY

Section	Information Technology Services
Contact	Chief Information Officer
Last Review	November 2019
Next Review	November 2022
Approval	SLT 19/08/141

Purpose:

Massey University is committed to providing desktop hardware and software infrastructure that are responsive to the needs of students and staff. University hardware and software support and enable learning and teaching, academic enquiry and research, as well as the University's administrative and service functions. This policy outlines Massey University's provision and support of hardware and software to staff and students.

Key success factors:

Hardware and software installations, provisions and support are planned and coordinated centrally by experienced Information and Technology Services (ITS) staff.

Audience:

All users of University procured Information and Communications Technology (ICT) hardware, software and electronic devices. Users include Massey University staff and students (including contractors, consultants and volunteers).

Policy:

Massey University is committed to providing desktop hardware and software that contributes to the best possible staff and student experience through innovative selection of leading edge technology. The University entrusts the management associated with the purchase of desktop hardware and software to ITS – experienced leaders in desktop hardware and software tool selection and infrastructure.

Desktop Hardware:

1. Desktop hardware will be purchased as a complete unit. Building of computer systems from individual components is strictly prohibited.

2. Should the standard hardware products offered not meet University business or research needs, staff should determine these requirements and forward them, with justifications for the proposed purchase, to ITS for approval via the Configure To Order (CTO) process.

3. All desktop hardware will be disposed of in accordance with the University guidelines and policies for:

   - IT equipment disposal
   - University asset disposal.

4. All authorised users of ICT resources are accountable for their use and will use desktop hardware in an appropriate and responsible manner in line with the Appropriate Use Policy.

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Desktop Software:

1. Departments must purchase all desktop software in accordance with the University's procurement policy, and Information Technology Services' catalogue, and associated procedures.

2. The use of unauthorised versions of commercial software is strictly prohibited on Massey University owned desktop hardware. A large number of software providers have different licensing rules when it comes to personal use and commercial use, and often the license purchased for personal use is not applicable for use in a work environment. This licensing variation can expose the University to legal challenges and unexpected additional licensing costs.

3. All software purchases not provisioned by ITS must be advised to ITS, for recording in a central software database and to ensure appropriate licencing of products.

4. ITS may require desktop software to be upgraded from an old version of software in order to continue to be supported and to maintain security.

5. All authorised users of ICT resources are accountable for their use and will use desktop software in an appropriate and responsible manner in line with the Appropriate Use Policy.

Definitions:

CTO: Configure to Order hardware purchasing

Department is a Unit or School, Institution etc. that controls its own budget

Desktop Hardware means Massey-owned computer workstation equipment, including all internal componentry (hard drive, RAM, graphics card, etc.) This includes CTOs, laptops, and Windows or Apple computers

Desktop Software means all software and applications installed on Massey owned Desktop Hardware

Devices include, but are not limited to laptop computers and netbooks, tablet devices, smartphones, portable storage such as removable hard drives, USB memory sticks and data cards, portable audio visual equipment including data projectors, cameras etc.

ITS: Information Technology Services

Non-Standard Hardware / Software: Any ICT equipment and components that are not part of the Massey SOE

SOE: Standard Operating Environment as per guidelines

Relevant Legislation:

Copyright Act 1994

Legal compliance:

Copyright Act 1994:

The usage of a software product is governed by the terms of the licence agreement and by copyright law
Under the Copyright Act 1994 it is illegal to make or distribute copyright material (which includes computer programs) without specific authorisation from the copyright owner.

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Related procedures / documents:

Acceptable Use Policy
Asset Disposal and Write Down Policy
Configure to Order Process
ITS Endpoint Security Policy
ITS Equipment Disposal
ITS Website – Purchase hardware and software
Policy on Staff Conduct
Procurement Policy and Procedure
Telecommunications Policy
SOE Guidelines

Document management control:

Prepared by: Data Management Specialist, on behalf of the Chief Information Officer
Authorised by: Deputy Vice Chancellor, Finance and Technology
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