Workplace Technology Policy

Version | Approved by | Approval date | Effective date | Next review
---|---|---|---|---
X.X | [to be completed] | XX Month Year | XX Month Year | Month Year

Policy Statement

**Purpose**

This *Workplace Technology Policy* describes principles and responsibilities relevant to the purchase, acquisition, management, care and disposal of all workplace devices, including laptops and mobile phones. These principles will assist UNSW staff to understand and comply with the UNSW *Code of Conduct* in terms of responsible stewardship of its resources and protection of its reputation in the wider community.

The policy includes the principles governing the acquisition and disposal of technology devices for staff. A goal of the policy is to ensure that all staff have a suitable computer to perform their responsibilities while also providing prudent governance of university resources.

**Scope**

This policy applies to all full and part-time staff and contractors. It relates to the purchase of all workplace technology devices regardless of the funding source.

**Policy Provisions**

1. **Principles for allocation of workplace technology**

   Devices allocated for use by UNSW staff must meet the following principles:

   1.1. **General principles**

   - At the time the employment position or job specification was created or changed, the device(s) was identified as necessary to perform the role
   - The device must enable the staff member to fulfil their role
   - Equipment is assigned to a role not an individual
   - The type and specification of equipment must be a reasonable and appropriate expense
   - The type and specification of equipment must be a reasonable and appropriate expense and must be:
     - allowable under the conditions of the budget from which it is purchased, e.g., in line with granting body rules
     - purchased in adherence with UNSW *Procurement Policy*, via UNSW IT
   - Must not be purchased with a UNSW credit card or personal expense for reimbursement
   - Must not be transferred to the personal ownership of a current or departing UNSW staff member or contractor if within its useful life

   1.2. **Specifications of Equipment and Device(s)**

   - All staff are provided with an approved laptop, a universal docking station and a maximum of two display screens, with the following exceptions:
     - Academic staff and staff at Level 8 and above are issued a lightweight laptop which can be used in tablet mode
     - Desktops are issued to particular categories of staff, such as those based in laboratories
     - Where staff require an alternative to the configuration to enable them to deliver the specific technical responsibilities of their role, an alternative to standard configuration may be accommodated, subject to approval of the hiring manager
   - Academic staff are allocated a landline
• Professional staff are provided with a shared landline or, more commonly a unique MS Teams number
• Staff may opt to bring their own phone in accordance with the requirements of ITSS 13 IT Security Standard - Bring Your Own Device 'BYOD' and access the MS Teams number at no cost
• If outside of its useful life the equipment must be wiped of all UNSW data if it is transferred to the ownership of a current or departing UNSW staff member or disposed of

2. Responsibilities of UNSW IT

IT is responsible for:
• Creating and maintaining a pool of workplace equipment and devices, both in-house and in partnership with UNSW suppliers
• Ensuring appropriate policies and procedures are in place for the physical and technical security of devices for UNSW and staff
• Developing and managing an equipment register for workplace technology
• Managing a budget for UNSW workplace technology
• Maintaining and repairing equipment
• Wiping the contents of devices which are lost, stolen or re-purposed
• Re-setting and re-imaging of UNSW equipment and devices to enable staff to access UNSW IT security and services
• Enabling fast deployment of devices for new and continuing staff and contractors (where applicable) in accordance with defined service levels
• Reducing waste of equipment through redeployment of suitable equipment in the pool
• Keeping track of lost, stolen and damaged equipment
• Arranging equipment repairs for equipment under warranty
• Secure disposal of end of life equipment and environmentally responsible recycling where applicable
• Ensuring all UNSW equipment is appropriately asset tagged and identified as UNSW property and this information is recorded in a central repository

3. Responsibilities of the user

It is the responsibility of the device user or device/position assignee to:
• Keep the equipment assigned to them in good condition
• Minimise the chance of loss, damage or theft
• Ensure that they adhere to the Acceptable Use of Information and Communication Technology Resources Policy and Procedure and other responsible use of technology Standards, including:
  - Regularly backing-up files
  - Responsible use of UNSW assets
  - Use of mobile devices overseas
  - Returning equipment to UNSW IT when leaving UNSW.

4. Compliance

Failure to comply with this policy, including the purchasing of equipment outside of UNSW IT may result in disciplinary action. and potentially a requirement for repayment by the employee. In circumstances of intentional non-compliance, both HR and Internal Audit will be informed. Fraudulent or other intentional misuse of UNSW equipment will be reported by UNSW to NSW Police and may also be reported to the Independent Commission Against Corruption.
### Accountabilities

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<thead>
<tr>
<th>Responsible Officer</th>
<th>Vice-President, Finance and Operations</th>
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<tbody>
<tr>
<td>Contact Officer</td>
<td>Director, Business IT Services</td>
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### Supporting Information

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<thead>
<tr>
<th>Legislative Compliance</th>
<th>This Policy supports the University’s compliance with the following legislation:</th>
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<tbody>
<tr>
<td>Supporting Documents</td>
<td>ITSS 13 IT Security Standard - Bring Your Own Device &quot;BYOD&quot;</td>
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<tr>
<td>Related Documents</td>
<td>Code of Procurement Policy</td>
</tr>
<tr>
<td>Superseded Documents</td>
<td>Nil</td>
</tr>
<tr>
<td>File Number</td>
<td>[For Governance Use]</td>
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### Definitions and Acronyms

<table>
<thead>
<tr>
<th>BYOD</th>
<th>Bring Your Own Device</th>
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<tr>
<td>MS Teams Number</td>
<td>Microsoft Teams Number</td>
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<tr>
<td>Useful life</td>
<td>Three years from date equipment is received by UNSW and is within manufacturer warranty period</td>
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### Revision History

<table>
<thead>
<tr>
<th>Version</th>
<th>Approved by</th>
<th>Approval date</th>
<th>Effective date</th>
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