

British Institute of Technology Ltd
Trading As: British Institute of Technology, England (BITE)
IT Policy 2026-27
Owner: Academic Board
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1 Scope

- 1.1 This policy applies to all Institute staff and students who have access to and make use of the Institute information systems, whether on premise or remotely. All interactions with the Institute IT are impacted including where non-centrally procured devices are utilised.
- 1.2 This policy applies to all computing devices and peripherals purchased using Institute funds for the use of temporary and permanent staff in their normal duties. These include, but are not limited to:
 - Desktop computers
 - Laptop computers
 - Mobile phones
 - Tablets
 - Monitors
 - Docking stations
 - Headsets
 - Document cameras
- 1.3 The policy includes computing devices and peripherals regardless of their operating system and manufacture. Hence Windows, Apple Mac and Linux devices are within scope.
- 1.4 The policy excludes non-personal computing devices, such as servers, storage, and core infrastructure, acquired by IT Services, research groups, or projects for shared use, rather than for any individual.
- 1.5 The policy excludes devices in the libraries, study areas, PC labs and devices attached to research equipment. However, any devices purchased for these purposes must be through ITS.

2 Policy Detail

2.1 Principles of the provision of devices and peripherals

ITS Responsibilities

- The Institute computing devices and peripherals must be purchased via ITS and requested through an IT Service Management Tool ticket (contact the ITS service desk). It is ITS's responsibility to respond to such requests in a timely and efficient manner (see Appendix C below for timelines).
- IT Services are responsible for the assignment and utilisation of all ITS funded computer devices and peripherals. This includes re-assigning existing, serviceable devices to new or existing staff and students.
- Computing devices and peripherals purchased by the Institute **remain the property of the Institute** for their lifetime, regardless of the source of funding. **The only exceptions are where (i) a grant for research-funded IT equipment is transferred to another institution and IT equipment will follow the grant, or (ii) where a grant specifies that the device remains with the grant holder.** Otherwise, should the grant finish whilst held by the Institute, then any equipment will be retained by the Institute. Grants include Flexible Research Funding, Research Enabling Funds, and similar research funding methods. All research and grant funded (incl. the funding mentioned above) devices must be procured

through IT Services and can be requested through the [IT Service Desk](#).

- IT Services will dispose of computer equipment that is unusable, in accordance with the EU Waste Electrical and Electronic Equipment Directive (WEEE) regulations, by using a Institute approved contractor, that provides certification of data destruction. For further information please contact IT Services. For disposal of computing equipment please raise a request by email info@biot.org.uk

New starters

- New staff members will receive an Institute funded device from ITS. The line manager/device authoriser holds the responsibility to ensure that they request the device by email info@biot.org.uk and that the information provided on the new staff member is complete and correct.
- For versatility and mobility, new staff are expected **to receive a laptop computer as their only device**.
- For security and full support, devices issued by IT Services will **by default be on the ITS managed service**. Only where explicitly approved (for a replacement or first request device) in accordance with relevant [policy](#), will a device be issued that is not on the managed service.
- Employers are legally obliged to make reasonable adjustments to ensure that workers with disabilities, or physical or mental health conditions, are not substantially disadvantaged in the workplace. Please follow the specific guidance by an appropriate entity (e.g. Occupational Health) to ascertain the specific needs of the individual before requesting any IT equipment, and/or adaptive technology as part of a reasonable adjustment. Any specific IT equipment or adaptations must be procured through ITS, including a specification of the exact device required by the appropriate authority.
- All joiners are expected to protect themselves and their digital environment (including their devices) by immediately completing Institute mandatory information security training.

Leavers

- When members of staff leave the Institute, it is the responsibility of their line manager to notify IT Service Desk of the date that access is no longer required and should be revoked.
- All devices and peripherals that are the property of the Institute are to be promptly returned when a staff member or student leaves the Institute. This includes staff who retire to take up emeritus status.
- The line manager must examine the devices to verify that they are the correct device that was issued to the employee, contains power packs, etc. The equipment must be returned to ITS without unreasonable delay when the staff member leaves and should under no circumstances be retained by the department. This enables ITS to remove the Institute and personal data, and licences and ensure asset records are changed.
- IT Services may re-issue the computing device from the previous incumbent, after resetting the device, removing data from the previous user and updating the records, or provide a like for like or better replacement device from stock.
- Failure to return any device upon leaving the Institute will incur a charge on the department to replace that device. Devices not returned within 30 days will be disconnected by ITS, rendering them inaccessible. When a user leaves, their account is disabled, preventing further access to data. Devices handed in are automatically disconnect as part of the return process.
- Devices covered by this policy must not be retained by (or sold to) staff or students should they leave the Institute or if the device reaches end-of-life. This is for reasons of data protection (GDPR), information security, software licence compliance and compliance with regulations on the disposal of electronic equipment.

Movers

- Individuals moving from a permanent (or fixed term) role to another permanent or seconded role within the Institute should retain their current device (laptop) and utilise this in their new role. However, if their previous device was a desktop, the line manager of the new role is responsible for requesting a substitute device (laptop) via the IT Service Desk.
 - The outgoing (old) line manager is responsible for:
 - Contacting IT Services and any relevant teams to remove all access privileges that are no longer required for their new role.
 - Contacting managers of Teams or SharePoint sites that the Individual has access to and that are not relevant for the new role. A request needs to be made to remove access to this data.
 - The incoming (new) line manager is responsible for:
 - Ensuring the specification of the device is appropriate for their new role.
 - Ensuring any new access privileges and application licences are requested via IT Service Desk and any relevant local teams.
- In all other circumstances the device should be returned to IT Services (see Appendix D). For any exceptions, a ticket must be raised to the IT Service Desk which will be escalated to the Head of Service Delivery for review.

All users

- Access to any the Institute device by members of staff is subject to adherence to all relevant policies and can be withdrawn at any time.
- the Institute owned devices should NOT be exchanged by individuals or departments. The responsibility and ownership for the device remains with the original recipient.
- For versatility and mobility, new staff are expected to receive a laptop computer as their only device.
- For security and full support, devices issued by IT Services will by default be on the managed service. Users must give due consideration to the physical and digital security of devices and peripherals, particularly in open-plan offices or computer labs. Devices **must be locked or switched off when unattended**.
- Should a user lose a device for whatever reason then the loss shall be reported immediately to IT Services by email to info@biot.org.uk.
- IT Services will dispose of computer equipment that is unusable, in accordance with the EU Waste Electrical and Electronic Equipment Directive (WEEE) regulations, by using a Institute approved contractor, that provides certification of data destruction. For further information please contact IT Services.

2.2 Funding

- IT Services provide computing devices on a **one device per user** basis, e.g. one laptop. Users include Institute staff and individual students (whose devices are now are funded centrally by ITS for all Faculties).
- Only where explicitly approved, and with a valid business reason, will an additional device be considered. Additional devices are funded by the local department or research funding methods.
- **IT Services will provide, as default for new staff/PGRs or to replace failed or no longer fit-for-purpose devices, a Windows laptop** to encourage and support mobile working. This includes a headset and laptop sleeve, collectively known as a Personal Equipment Package (PEP).
- The recommended/standard laptop will also be the base for Linux, available on request.
- Where a role requirement demands and when supported by an approved Device Checklist form

Apple devices may be provided but may require part funding and authorisation from the local department. (See **Device Specification** Section 4.4 below).

- Loan or pooled devices are funded by the local departmental budget, as are Department-specific computer labs and non-centrally timetabled teaching spaces.
- IT Services will fund the provision of loan devices to eligible users for the following circumstances (but are not covered by this policy) and can be requested via the IT Service Desk:
 - Centrally timetabled areas (e.g. Student PC Labs),
 - Professional Services and Academic staff travelling to high-risk areas,
 - Individuals whose primary devices are undergoing repairs.
- Replacements for lost or stolen devices will be cross charged to the local department.
- IT Services does not fund computer peripherals such as monitors, docking stations, tablets, document cameras, etc. **beyond one headset and sleeve provided for a new starter**. This includes any equipment for home use. Individual Departments or Departments may validate and fund additional equipment for home use and should be purchased through ITS.
- IT equipment and adaptive technology required for equality, diversity, inclusion (EDI) and accessibility purposes is purchased via IT Services but funded by the local department and not ITS.
- Departments, Institutes and Professional Services must allocate suitable budget provision for future replacements for non-standard equipment, as these are bespoke, the cost may be significantly higher.
- **Mobile phones are funded by local departments**, e.g. ITS funds mobile phones for ITS staff and will purchase mobile phones and contracts for local departments. See Appendix B.
- Devices used specifically for medical research purposes may be VAT Exempt. A PO must still be raised, when the supplier accepts the PO, VAT is deducted at point of order. Therefore, existing stock cannot be used and must be ordered to qualify for the VAT exempt, which may result in longer delivery times.
- **the Institute does not currently provide centrally funded devices for undergraduate or post graduate taught students**. These students are expected to bring their own device to campus to support their studies at a certain minimum specification. However, bursaries for laptops and peripherals are available for some students, for more details email info@biot.org.uk.

2.3 Ordering, installation, and collection

- IT equipment is requested through the IT Service Desk by email to info@biot.org.uk
- Only in exceptional circumstances should a computer or peripheral be purchased outside IT Services, e.g. User encounters hardware failure while abroad, resulting in the inability to perform essential duties or academic responsibilities. In these circumstances, after purchase and on your return, a request must be submitted through the IT Service Desk for the device to be registered with IT Services.
- ITS maintains a list of device authorisers for each Department at the Institute. Staff on this list have been authorised by the relevant areas to make device requests and approve local device budget spend. Only requests from listed individuals will be progressed (please note certain models will require further IT Services approval see Appendix C for further guidance).
- IT Services will present the device to the intended recipient on campus, either installed in their office or ready for collection from ITS.
- Equipment delivery beyond London campuses is arranged and funded by the local departmental budget. This includes international shipments where required.
- Details about the device and its allocation will be recorded and held by IT Services. These include:

- Device Issue date
- Line manager
- Details of the employee the device has been issued to
- Employee's Issue dateline manager
- The budget code applied
- Mobile phone number
- Location/department
- Device make/model
- IMEI Number
- SIM card number
- Asset number for Laptops only

2.4 Device specifications

- Computing devices and peripherals will be purchased from the Institute approved supplier and from the list of recommended/standard models.
- ITS will allocate a device in accordance with its expected usage for the job function (Appendix C). Should a different specification device be required e.g. additional computer memory, then this will be subject to part funding by the local department and will require authorisation by the line manager/approved authoriser.
- The purchase of an Apple device, whether an iMac, iPhone or other, can incur a significantly higher total costs across its lifecycle. Apple devices within the Institute do not receive the same level of support as the Windows/Linux desktop service and certain external services cannot be guaranteed to operate with an Apple device.
- All devices will be managed by ITS standard. Only were explicitly approved for a replacement or first request device and in accordance with relevant policy, e.g. Self-Managed policy, will a device be issued that is not on the managed service.
- Certain equipment required for research purposes may require specialist advice and selection, for further information email info@biot.org.uk
- Specialist devices for teaching may require consultation for integration with other IT Services. Please raise your request with the IT Service Desk in the first instance by email info@biot.org.uk.

2.5 Replacements for existing members of staff

Where a device is no longer fit for purpose after a period of successful use, or beyond economical repair, IT Services will replace it on a like-for-like basis. Where a device is over 5 years old it will also be considered for replacement.

3 Policy Compliance

If any member of the Institute is found to have breached this policy, they may be subject to disciplinary procedure.

If you do not understand the implications of this policy or how it may apply to you, please seek advice from your direct line manager or in the case of a student PhD/PGR, your personal tutor. You, your line manager or tutor can speak to IT Services for further information where required.

This policy will be reviewed annually or as it is deemed appropriate by the Head of Quality in collaboration with the Risk and Governance Officer.

4 Appendix A – Definitions

Term	Meaning
Computing Device	All devices with a CPU (central processing unit) for the processing of information (typically a laptop)
Mobile Computing Device	A computing device made of mobile components to make the device portable, such as a mobile phone or tablet. Mobile devices can connect to the Institute's services and are capable of sending/receiving data accessing wireless networks such as Eduroam.
Computer Peripheral	Electronic equipment that can be connected to a computing device providing input and/or output, e.g. a headset or a keyboard
Computing resources	An aggregate term for the available hardware, software, documentation, personnel, and support services
mRDS	Managed Research Desktop Service
UG	Undergraduate
PGT	Postgraduate Taught
PhD/PGR	Postgraduate Research student working towards a PhD (not Taught)
CMDB	Configuration Management Database

5 Appendix B – Mobile Computing Device eligibility – suggested considerations

5.1 Mobile Phones & Tablets

If a member of staff considers that the function that they fulfil will benefit from the use of a mobile device or tablet, they should contact their line manager initially to discuss their requirements. Suggested considerations for discussion of eligibility should include if their duties and responsibilities extend to any of the following areas of work:

- spend an average of at least 50% of their time working away from their home (WFH) and or office which would include travel and duties performed during any visits and are unable to use a laptop or a fixed phone
- an employee who is required to perform emergency call out duties or to provide advice and guidance in emergency situations
- senior management that are frequently away from their offices or who are away from their offices less frequently but who may always need to be made available for contact to assist with the continuity of critical services.

6 Appendix C - Rationale around procurement of computing equipment

Due to the total volume of computer equipment purchased across the Institute, all such purchases are subject to relevant UK, and where applicable EU procurement legislation. The only means of purchasing computer equipment that is fully compliant with this legislation is via the Institute's approved suppliers list.

Approved suppliers have been selected with the support of the Institute's procurement team.

IT Services continually review the recommended /standard models available with the supplier to ensure suitability and value for the Institute:

- Computer devices and peripherals are selected which offer equipment ranges balancing cost with durability and performance to suit the various roles in the Institute.
- Laptops are selected for optimal mobility, e.g. lighter and flexible devices.
- All recommended/standard models are corporate-specific rather than domestic consumer-focused models, designed to be supportable by the staff and infrastructure of the Institute.

All supplier agreements are proactively reviewed by IT Services and subject to renewal according to the relevant procurement framework, thereby giving the Institute the opportunity to go to market again should pricing, quality or service levels prove unsatisfactory.

7 Appendix D – Scenario for retaining (re-assigning) devices

This section outlines the scenarios for retaining and reassigning existing devices. In exceptional circumstances, departments may request to re-issue a department funded computing device from the previous user. However, this can only occur after ITS has reset the device, removed all existing data from the previous user, and updated the primary user records.

