ITS Policy

ITS Computing Device Policy

Prepared by Henrik Brogger
Version 1.0
Effective Date: March 2021  |  Review Date: April 2022

Reviewers: AD Platform and Service Delivery, AD Office of CIO, CIO, ITLT

Policy Owner: Office of CIO

Name/Position: Shelim Miah, Governance Manager

Revision History

<table>
<thead>
<tr>
<th>Version</th>
<th>Description</th>
<th>Author</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>Final policy issued</td>
<td>H. Brogger</td>
<td>23Mar21</td>
</tr>
</tbody>
</table>

Authorisation: IT Lead Team

Name / Position:/ Rachel Bence, CIO

Signature

Date 22Mar21

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1 Policy Statement

1.1 The policy is issued by Queen Mary University of London (QMUL) to ensure awareness of the personal computer device and computer peripheral options available within the University. This policy provides an overview of the available device choices and their uses.

The University recognises that mobile computing devices, such as laptops and smartphones, are an essential part of everyday life for many people. The availability and use of mobile rather than fixed devices has been shown to increase the efficiency of an organisation’s workforce, and the focus has thus shifted away from fixed desk computing provision and towards supplying colleagues with a range of mobile and flexible computing devices and peripherals. Tablets are also included to facilitate teaching from locations outside campus teaching spaces.

This policy covers the selection, purchase, deployment and disposal of QMUL computing devices and peripherals by and on behalf of its staff. The cost of purchasing, maintaining and disposing of IT devices for University staff is significant, and it should be noted that the initial purchase cost typically constitutes only around a third of the total cost of the ownership of the device, the remainder being made up of support, software licencing, secure disposal, as well as the cost of the underlying supporting infrastructure. These cost elements can only be effectively controlled through adopting a standard approach to the purchase of IT equipment and desktops in particular, as they represent a notable component of the overall IT equipment estate. A QMUL-wide policy is therefore required in order to minimise the costs and risks inherent in purchasing and supporting a large estate of IT equipment in use by a diverse user group.

1.2 This Policy aims to:

- Minimise the cost of computer devices and peripherals by offering a validated range of devices provided by ITS through agreement with a premium supplier
- Offer flexibility in the range of device choice to accommodate specialist activity taking place across the University
- Through a **centralised purchasing approach** minimise the risk of uncontrolled and unwarranted IT device spend.

Disclaimer:

1.3 This policy does not knowingly provide any non-compliance and intends to follow best practice wherever available.

2 Scope

2.1 The principles of this policy come into effect on the Effective Date. The policy principles will not apply retrospectively in respect to funding nor equipment provision.

2.2 This policy applies to all QM staff and PGR students of QMUL who have access to and make use of the University’s information systems, whether on premise or remotely. All interactions with the University’s IT are impacted including where non-centrally procured devices are utilised.

2.3 This policy applies to all computing devices and peripherals purchased using University 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

2.4 The policy includes computing devices and peripherals regardless of their operating system and manufacture. Hence Windows, Mac and Linux devices are within scope.

2.5 The policy includes BCI (with them also Wolfson Institute of Preventative Medicine) with the exception that devices will be provided without any ITS imaging or configuration. BCI maintain their own device allocation and utilisation policy (not governed by ITS). The device recycling process is also exempt as BCI have their own arrangements.

2.6 The policy excludes all printing, scanning and photocopying devices, these are covered in the Print Policy found here https://www.its.qmul.ac.uk/governance/policies/

2.7 The policy excludes non-personal computing devices such as servers, storage and core infrastructure purchased by IT Services.

2.8 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.

2.9 The policy comes into effect on 1st March 2021.

3 Policy Detail

3.1 Principles of the provision of devices and peripherals

General:

- To quote from FIC18/20 “Review of Financial Regulations & Scheme of Delegation of Financial Authority, "IT Services and Estates are responsible for any IT or Estates related expenditure, respectively. Faculties and other Professional Service departments should not commit expenditure related to IT or Estates”.

- Therefore, computing devices and peripherals should be requested through the IT Service Catalogue. Only in circumstances where this is not viable (see section 4), and in consultation with IT Services where possible, should they be ordered through other channels.

- 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 QMUL remain the property of QMUL for their lifetime. The only exception is research funded IT equipment where the grant is transferred to another institution and here the IT equipment will follow the grant. Access to any device by members of staff is subject to all relevant policies and can be withdrawn at any time.

- All devices and peripherals that are property of QMUL are to be promptly returned when a staff member leaves. This includes staff who retire to take up emeritus status.

- New staff members in an existing role are expected to assume use of the previous incumbent’s device. The line manager is responsible for updating ITS of the change of device owner immediately for ITS to update their records.

- QMUL owned devices should NOT be exchanged by individuals or departments without notifying IT Services first. The responsibility for the device remains with the original recipient unless the transfer has been authorised by IT Services.

- For versatility and mobility, new staff are expected to receive a laptop computer as their primary device. Only where explicitly approved, and with a valid business case, will a desktop device be considered.
Due consideration must be given to physical security of devices and peripherals, particularly in open-plan offices or computer labs. Advice should be sought from IT Services on the most effective means of securing devices https://www.its.qmul.ac.uk/support/protect-computers-and-devices/

Devices must not be retained by (or sold to) staff or students should they leave the University 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.

Computer equipment disposal, in accordance with the EU Waste Electrical and Electronic Equipment Directive (WEEE) regulations, must take place via the University’s approved contractor which includes verification of data destruction. For further information please contact IT Services.

IT equipment and adaptive technology required for equality, diversity and inclusion (EDI) purposes should solely be requested following specific guidance by an appropriate entity (e.g. OH). EDI IT equipment should be procured through ITS including a specification of the exact device required by the appropriate authority.

All staff members must ensure that they comply with all sections in this agreement and agree to take responsibility for the security of the device and data.

### Funding:

- IT Services provide computing devices on a **one device per user** basis, e.g. one laptop.
- **IT Services will provide, as default for new staff in a new role, 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 known as a Primary Equipment Package (PEP).
- The standard laptop will also be the base for Linux, available on request.
- Apple devices can be provided, but are subject to validation and approval (see **device specification** section below).
- Loan or pooled devices are funded by the local departmental budget, as are School specific computer labs and non-centrally timetabled teaching space computers. Devices for centrally timetabled areas are funded by ITS.
- Queen Mary does not currently provide centrally funded devices for undergraduate or postgraduate taught students. However, bursaries for laptops and peripherals are available for some students (see [http://www.arcs.qmul.ac.uk/students/finances/bursaries-grants-scholarships/](http://www.arcs.qmul.ac.uk/students/finances/bursaries-grants-scholarships/)).
- Students and Staff are offered discounts on Windows and Apple devices from our primary suppliers. Further details can be found here: https://www.its.qmul.ac.uk/services/catalogue/items/purchasing-it-equipment-for-personal-use
- Devices for individual PhD students may be funded by the local departmental budget, but should be purchased through ITS.
- IT Services does not fund computer peripherals such as tablets (e.g. for teaching), document cameras, etc. **beyond one headset and sleeve provided with a new device.** This includes any equipment for home use. Individual Schools or Departments may validate and fund additional equipment for home use, and should be purchased through ITS. The Queen Mary office provided hot desk space will “own” the monitor(s), docking solution, mouse and keyboard.
- IT equipment and adaptive technology required for equality, diversity and inclusion (EDI) purposes is funded by the local department and not ITS.
- Schools, Institutes and Professional Services must allocate suitable budget provision to maintain a replacement cycle for their staff based on requirements beyond the standard provision.
- **Mobile phones are funded by local departments,** e.g. ITS funds mobile phones for IT staff. See also Appendix B.
- N.B. during force majeure situations ITS may allow staff to take QM equipment home provided that ITS are notified (see [https://www.its.qmul.ac.uk/support/faqs/](https://www.its.qmul.ac.uk/support/faqs/)). These must be returned upon return to campus.

### Ordering, installation and collection:

ITS Computing Device Policy FINAL v1.0 23Mar21
- IT equipment is requested through the IT Service Catalogue https://helpdesk.qmul.ac.uk
- ITS maintains a list of device approvers for each School, Institute and Department/area. 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.
- IT Services will present the device to the intended recipient on campus, installed in their office or ready for collection.
- Equipment delivery beyond London campuses is arranged and funded by the local departmental budget. This includes international shipments where required.
- Devices for teaching staff are prioritised over other orders during or just prior to term time.
- In certain situations (e.g. force majeure) larger orders (e.g. 10 devices or more) may be required. Please allow resource and funding to manage the handling and dispatch, including tracking of delivery.
- Details about the device and its allocation will be recorded and held by IT Services. These may include and are not limited to:
  - line manager
  - details of the employee the device has been issued to
  - the budget code applied
  - mobile phone number
  - location/department
  - device make/model
  - IMEI Number
  - SIM card number

Device specification:
- Computing devices and peripherals will be purchased from the University’s approved supplier and from the list of standard models. The current selection can be found by logging onto the ITS Service request system using your QMUL login: helpdesk.qmul.ac.uk.
- ITS will allocate a device in accordance with its expected usage for the job function (Appendix C):
  - Professional Services staff will, as standard, be provided with a laptop capable of regular word-processing, spreadsheet and similar application processing. These are labelled as ‘non-technical’ users.
  - For Professional Services staff who work with large datasets and non-standard software that specify increased processing power, we provide, as standard, a laptop with added processing capability. These users are termed ‘technical’.
  - Academic colleagues are anticipated to require processing power similar to ‘technical’ PS staff, however may equally elect to receive the PS ‘non-technical’ device should it be suitable for their needs.
- Should a higher specification be desired, e.g. additional computer memory, then this will be subject to local funding and requires approval by the School/Institute manager or HoS with valid business reasoning provided in the request placed through the IT Service Catalogue.
- The purchase of an Apple device, whether an iMac, iPhone or other, can incur a significantly higher total cost of ownership across its lifecycle. Apple devices within QMUL do not receive the same level of support as the standard Windows desktop service and certain QMUL services cannot be guaranteed to operate with an Apple device. However, it is recognised that certain specialist requirements necessitate the use of Apple operating systems or Apple-specific software for teaching and research and exceptions can be made with the approval of a relevant senior manager. In the latter case an entry level Apple device will be provided, should a higher specification be required then it will be subject to local approval and local funding.
- Where a device usage is likely to be predominantly for research the request will be referred to ITS Research consultants for specialist assessment https://www.its.qmul.ac.uk/its-research/

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. A Windows computer is replaced with the current, standard specification Windows device as per the IT Services Service Catalogue (helpdesk.qmul.ac.uk).

Long term absence and leavers:

- When members of staff leave QMUL, 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 employees leaving QMUL are required to return their computing devices and peripherals at an agreed time to their line manager before they leave.
- The line manager must examine the devices to verify it is the correct device that was issued to them, contains power packs, etc. and that the device is in good working condition. The line manager is then responsible to return it back to IT Services.
- Where any staff member is on long-term maternity/paternity leave or any other long-term absence, including secondment outside QMUL, they should ensure that the computing device is returned to their line manager who is responsible for promptly returning back to IT Services.
- Reissuing or transferring the computing device to another individual for use can be negotiated during this time and agreed with IT Services. IT will update their records and carry out necessary resetting of the device including removal of data from the previous user.
- Staff should not under any circumstances transfer computing devices to other members of staff without notifying IT Services first.
- Should an employee fail to return their computing device in any of the above circumstances, they will be held responsible for any charges, e.g. mobile phone voice and data charges that have incurred until the device is either returned to IT Services or disconnected.

The following table lists the support provided for desktops and laptops by operating system:
<table>
<thead>
<tr>
<th>Microsoft Windows on approved hardware</th>
<th>Apple Mac running MacOS X</th>
<th>Linux (CentOS) on approved hardware</th>
</tr>
</thead>
<tbody>
<tr>
<td>Once the order has been agreed, a PEP Display Plus or Light (see Appendix C) will be delivered within 5 working days. Other devices will require ordering and the ETA will be provided.</td>
<td>Once the order has been agreed, the device will be ordered from our approved supplier and the ETA confirmed.</td>
<td>Once the order has been agreed, a PEP Display Plus or Light (see Appendix C) will be delivered within 5 working days. Other devices will require ordering and the ETA will be provided.</td>
</tr>
<tr>
<td><strong>NB</strong> For delivery specifics please refer to the ‘Ordering, installation and collection’ section.</td>
<td><strong>NB</strong> For delivery specifics please refer to the ‘Ordering, installation and collection’ section.</td>
<td><strong>NB</strong> For delivery specifics please refer to the ‘Ordering, installation and collection’ section.</td>
</tr>
<tr>
<td>Same-day repair. Warranty repair which includes to a home location for staff WFH. Faulty hardware will be replaced according to the agreement with the vendor.</td>
<td>Faulty hardware replaced as per Apple’s consumer warranty terms.</td>
<td>Same-day repair warranty repair, which includes to a home location for staff WFH. Faulty hardware will be replaced according to the agreement with the vendor.</td>
</tr>
<tr>
<td>ITS Managed devices have antivirus installed and updated automatically. For non-Managed devices antivirus software supplied, updates to be downloaded and installed by users.</td>
<td>ITS Managed devices have antivirus installed and updated automatically. For non-Managed devices antivirus software supplied, updates to be downloaded and installed by users.</td>
<td>ITS Managed devices have antivirus installed and updated automatically. For non-Managed devices antivirus software supplied, updates to be downloaded and installed by users.</td>
</tr>
<tr>
<td>ITS Managed devices have Windows security patches and updates applied frequently, automatically and without user intervention. For non-Managed devices security patches to be downloaded and installed by users.</td>
<td>ITS Managed devices have Windows security patches and updates applied frequently, automatically and without user intervention. For non-Managed devices security patches to be downloaded and installed by users.</td>
<td>ITS Managed devices have Windows security patches and updates applied frequently, automatically and without user intervention. For non-Managed devices security patches to be downloaded and installed by users.</td>
</tr>
</tbody>
</table>
Pre-installed with commonly used software but additional software required can be requested

Suitable for accessing all QMUL’s services

Self-service printing configuration
Self-service wireless connection (for laptops and iMacs)

Some University services may not be fully compatible — VDI (Virtual Desktop Infrastructure) available as alternative access method

No software installed beyond Apple standard or the self-installation of QMUL licenced applications

Pre-installed with commonly used Linux software but additional software required can be requested

Software for secure access to University network from off-campus available but not installed

Wired and wireless connection available but not automatically configured

Email access via web browser or alternative email clients

Some University services may not be compatible — VDI (Virtual Desktop Infrastructure) available as alternative access method

3.2 Procurement of computing equipment

Due to the total volume of computer equipment purchased across QMUL, 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 QMUL’s approved suppliers list.

Approved suppliers have been selected with the support of QMUL’s Procurement team following a tendering process using relevant Higher Education procurement frameworks, as example, the National Desktop and Notebook Agreement (NDNA), which employ fair and transparent selection criteria and ensure prices and service levels are optimised for QMUL. Approved suppliers have also been subject to scrutiny around their ethical standards regarding environmental sustainability and labour conditions. The supplier agreement for NDNA is based around a standard selection of desktop and laptop computers designed to meet the vast majority of staff requirements, however it also allows for other equipment and variations to be purchased at preferential rates and with guaranteed levels of support. Likewise, a mobile phone agreement and additional computing device and peripheral agreements are procured through their relevant frameworks.

IT Services continually review the standard models available with the supplier to ensure suitability and value for the University:
- Computer devices and peripherals are selected which offer equipment ranges balancing cost with durability and performance to suit the various roles in the University.
- Laptops are selected for optimal mobility, e.g. lighter and flexible devices.
- Workstation devices (desktops and laptops) are selected in price ranges from £500 to around £1000 to ensure cost-effectiveness for the University’s budgets.
- All standard models are corporate-specific rather than domestic consumer-focused models, designed to be supportable by the staff and infrastructure of QMUL.

All supplier agreement is proactively reviewed by IT Services and subject to renewal according to the relevant procurement framework, thereby giving QMUL the opportunity to go to market again should pricing, quality or service levels prove unsatisfactory.
4 Process and Procedures

Acquisitions of computing devices and peripherals should be done by raising a request with the ITS Service Desk:

- The IT Self-Service Catalogue (helpdesk.qmul.ac.uk) contains a list of standard devices and peripherals for purchase either through electing ITS funding or using local budgets.
- Specialist device or peripheral requests can be discussed and raised with the IT Service Desk through the channels found on its.qmul.ac.uk.
- Only in extreme circumstances should a computer or peripheral be purchased outside IT Services, e.g. if abroad and without ability to obtain the device. Any purchase in this remit should be the last resort and with a full explanation and approval from the School/Institute manager as well as ITS. Raise any such need with the IT Service Desk.

For disposal of computing equipment please raise a request with the IT Service Desk (its.qmul.ac.uk).

4.1 Loss of a device

Should a user lose a device for whatever reason then the loss should be reported immediately to IT Services.

- Please include the circumstances in which the device was lost, e.g. theft
- If you have a crime reference, please provide it
- Please advise of any sensitive data on the device

4.2 Compliance and legislation

All members of QMUL should understand the relevant legislation relating to GDPR and should be aware of their responsibilities under this legislation. The following statutory legislation governs aspects of the Council’s information security arrangements. Further information can be found here:


Individuals can be held personally and legally responsible for breaching the provisions of the above legislation.

Compliance with the policies and procedures laid down in this document will be monitored via independent reviews by both Internal and External Audit on a periodic basis.

5 Risks

QMUL recognises that there are risks associated with users accessing and handling information in order to conduct official QMUL business.

This policy aims to mitigate, but are not restricted to, the following risks:

- Computing device and peripheral misuse
- Inadequate data handling of secure and sensitive information
- Sensitive information such as passwords written on post-it notes visible on desks
- Securely locking of mobile devices such as laptops, tablets and mobile phones
- Non-reporting of information security incidents
- Inadequate destruction of ‘protect’ and ‘restrict’ data
- Appropriate user access to QMUL systems
- Appropriate actions to be taken when a virus infected PC is found

Non-compliance with this policy could have a significant effect on the efficient operation of QMUL and may result in financial loss and an inability to provide necessary services to our staff and students.
6 Policy Compliance

If any member of QMUL is found to have breached this policy, they may be subject to disciplinary procedure. If a criminal offence is considered to have been committed further action may be taken to assist in the prosecution of the offender(s).

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, your personal tutor. You, your line manager or tutor can speak to IT Services for further information where required.

This policy will be reviewed by the Risk and Governance Manager as it is deemed appropriate, but no less frequently than every 2-3 years.

7 Roles & Responsibilities

The following table identifies who within QMUL is Accountable, Responsible, Informed or Consulted with regards to this policy. The following definitions apply:

- **Responsible** – the person(s) responsible for developing and implementing the policy.
- **Accountable** – the person who has ultimate accountability and authority for the policy.
- **Consulted** – the person(s) or groups to be consulted prior to final policy implementation or amendment.
- **Informed** – the person(s) or groups to be informed after policy implementation or amendment.

<table>
<thead>
<tr>
<th>Responsible</th>
<th>ITLT, Head of IT Service Delivery, Risk and Governance Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accountable</td>
<td>AD Platform and Service Delivery, AD Office of the CIO</td>
</tr>
<tr>
<td>Consulted</td>
<td>ITLT, IT HoS, QM Data governance</td>
</tr>
<tr>
<td>Informed</td>
<td>All staff and students</td>
</tr>
</tbody>
</table>

8 Exceptions

8.1 Certain equipment required for research purposes may require specialist advice and selection. Please consult ITS Research (ITS-research-consultants@qmul.ac.uk) in regard to specialist research devices and peripherals.

8.2 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.

8.3 This policy does not cover the use of personal mobile devices or BYOD (bring your own device). These are covered under a separate policy found here https://www.its.qmul.ac.uk/governance/policies/

9 Related Documents

9.1 Changes to this document will affect the BYOD policy and may also affect policies in regard to funding and WFH The IT policies are found here https://www.its.qmul.ac.uk/governance/policies/

9.2 The mobile device policy refers to this policy.

9.3 IT Governance documents which this policy refers to can be found here: https://www.its.qmul.ac.uk/governance/policies/
10 Appendix A – Definitions

<table>
<thead>
<tr>
<th>Term</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computing Device</td>
<td>All devices with a CPU (central processing unit) for the processing of information</td>
</tr>
<tr>
<td>Mobile Computing</td>
<td>A computing device made of mobile components to make the device portable, such as a mobile phone or tablet. Mobile devices are capable of connecting to QMUL’s services and are capable of sending/receiving data accessing wireless networks such as Eduroam.</td>
</tr>
<tr>
<td>Computer Peripheral</td>
<td>Electronic equipment that can be connected to a computing device providing input and/or output, e.g. a headset or a keyboard</td>
</tr>
<tr>
<td>Computing resources</td>
<td>An aggregate term for the available hardware, software, documentation, personnel and support services</td>
</tr>
</tbody>
</table>

11 Appendix B – Mobile phone eligibility – suggested considerations

If a member of staff considers that the function that they fulfil will benefit from the use of a mobile device, 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:

- an employee who is classified as an agile worker where it has been identified that there is a need for access to a mobile device
- spend an average of at least 50% of their time working away from their office which would include travel and duties performed during any visits and are unable to use a convenient laptop or 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
### Appendix C – Funding and device allocation summary

Please also refer to 3.1 Device Specification

<table>
<thead>
<tr>
<th><strong>Green = Funded by ITS</strong>&lt;br&gt;Amber = Part funded by ITS&lt;br&gt;Red = Not funded by ITS&lt;br&gt;PS Staff includes School/Institute PS&lt;br&gt;<em>ITS stock device</em>*</th>
<th><strong>Professional services staff – Technical</strong></th>
<th><strong>Professional services staff – Non technical</strong></th>
<th><strong>Academic staff</strong></th>
<th><strong>PGR (under consideration)</strong></th>
<th><strong>Temporary staff</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PEP bundle Display plus</strong>&lt;br&gt;Dell 5000 series i5 processor laptop 15.6” with sleeve and headset</td>
<td>Upon request</td>
<td>Standard*</td>
<td>Upon request</td>
<td>School funded</td>
<td>School/Dept funded</td>
</tr>
<tr>
<td><strong>PEP bundle (suitable for PGRs)</strong>&lt;br&gt;Dell 5000 series i7 processor laptop 14”, NViDia GPU card, additional memory with sleeve and headset</td>
<td>Upon request</td>
<td>Role dependent</td>
<td>Upon request</td>
<td>School funded</td>
<td>School/Dept funded</td>
</tr>
<tr>
<td><strong>PEP bundle Light</strong>&lt;br&gt;Dell 7000 series i7 processor laptop 14” with sleeve and headset</td>
<td>Standard*</td>
<td>Role dependent</td>
<td>Standard*</td>
<td>School funded</td>
<td>School/Dept funded</td>
</tr>
<tr>
<td><strong>PEP bundle Apple</strong>&lt;br&gt;Macbook Air 13” M1 processor with sleeve and headset</td>
<td>Proof of requirement needed</td>
<td>Proof of requirement needed</td>
<td>Proof of requirement needed</td>
<td>School funded</td>
<td>School/Dept funded</td>
</tr>
<tr>
<td><strong>PEP bundle Stationary Windows/Linux</strong>&lt;br&gt;Dell All-In-One 23” with keyboard and mouse (exceptional circumstances only)</td>
<td>Proof of requirement needed</td>
<td>Proof of requirement needed</td>
<td>Proof of requirement needed</td>
<td>School funded</td>
<td>School/Dept funded</td>
</tr>
<tr>
<td><strong>PEP bundle Stationary Apple</strong>&lt;br&gt;Imac 21.5” i5 processor with keyboard and mouse (exceptional circumstances only)</td>
<td>Proof of requirement needed</td>
<td>Proof of requirement needed</td>
<td>Proof of requirement needed</td>
<td>School funded</td>
<td>School/Dept funded</td>
</tr>
<tr>
<td><strong>PEP bundle Non-standard</strong>&lt;br&gt;Dell specialist spec device, e.g. for Research Consultation with IT Research proposed for any device for research usage</td>
<td>Proof of requirement and local or research budget top-up</td>
<td>Proof of requirement and local or research budget top-up</td>
<td>Proof of requirement and local or research budget top-up</td>
<td>School funded</td>
<td>School/Dept funded</td>
</tr>
<tr>
<td><strong>Mobile phone Android</strong>&lt;br&gt;Inquire about current model</td>
<td>School/Dept funded</td>
<td>School/Dept funded</td>
<td>School/Dept funded</td>
<td>School funded</td>
<td>School/Dept funded</td>
</tr>
<tr>
<td><strong>Mobile phone Apple</strong>&lt;br&gt;Inquire about current model</td>
<td>School/Dept funded</td>
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<td>School funded</td>
<td>School/Dept funded</td>
</tr>
<tr>
<td><strong>Tablet Standard</strong>&lt;br&gt;Wacom</td>
<td>School/Dept funded</td>
<td>School/Dept funded</td>
<td>School/Dept funded</td>
<td>School funded</td>
<td>School/Dept funded</td>
</tr>
<tr>
<td><strong>Tablet Plus</strong>&lt;br&gt;XP-Pen Artist</td>
<td>School/Dept funded</td>
<td>School/Dept funded</td>
<td>School/Dept funded</td>
<td>School funded</td>
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