

# IT Hardware and Software Policy

## Section 1 - Summary

(1) This Policy outlines the principles of Victoria University's provision and support of hardware and software to staff and students.

## Section 2 - Accountability

### Key Decision-making powers under the Policy

(Delegated) Power	Role
Approve exemption to single computer asset rule	Executive Director, IT Services
Approve new requests for ICT hardware (PC/ laptop/ tablet)	Executive Director, IT Services

## Section 3 - Scope

(2) This Policy applies to all Victoria University (VU) staff and students.

(3) This Policy applies to all University procured and supplied Information and Communications Technology (ICT) hardware, software and electronic devices such as smart phones and tablets.

## Section 4 - Definitions

(4) Nil

## Section 5 - Policy Statement

(5) VU is committed to:

- a. The provision of cost-effective world class IT infrastructure and customer services;
- b. University hardware and software that support and enable learning and teaching, academic enquiry and research, as well as the university's engagement, administrative and service functions;
- c. Providing IT software and hardware that contributes to the best possible student experience;
- d. Enabling students to achieve their full potential through the innovative adoption of leading edge technology;
- e. Providing IT hardware and software infrastructure and related services that are responsive to the needs of students and staff; and,
- f. Supporting efficient and effective University processes that enhance staff and student experience with IT tools and infrastructure.

- (6) The University will allocate a single computer asset (PC or Laptop) to each staff member for business needs unless an exceptional approval is provided by the staff members Dean/Director.
- (7) All University procured and supplied ICT hardware, software and electronic devices remains the property of Victoria University.
- (8) All University procured IT equipment and software must be disposed of in accordance with University policy and procedures including removal of all University information and data.
- (9) All authorised users of IT resources including staff, students, contractors and visitors are accountable for their use of IT resources and will use University IT hardware and software in an appropriate and responsible manner in line with the [IT Appropriate Use Policy](#) and [Appropriate Workplace Behaviour Policy](#).
- (10) Any exemptions to this policy must be supported by business justification and approved by the Executive Director, IT Services.

## Section 6 - Procedures

- (11) [IT Hardware and Software - Business Application Procedure](#)
- (12) [IT Hardware and Software - Disposal and Cleansing of VU IT Equipment Procedure](#)
- (13) [IT Hardware and Software Procedure](#)
- (14) [IT Hardware and Software - Procurement of Hardware and Software Procedure](#)
- (15) [IT Hardware and Software - Cloud Storage Procedure](#)

## Status and Details

<b>Status</b>	Current
<b>Effective Date</b>	1st May 2019
<b>Review Date</b>	1st May 2022
<b>Approval Authority</b>	Vice-Chancellor
<b>Approval Date</b>	30th April 2019
<b>Expiry Date</b>	Not Applicable
<b>Accountable Officer</b>	Kirsten Jeffery Chief Infrastructure Officer 9919 5145
<b>Responsible Officer</b>	Stuart Hildyard Executive Director, IT Services 9919 5576
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