

## DESKTOP HARDWARE AND SOFTWARE POLICY

<b>Section</b>	Information Technology Services
<b>Contact</b>	Information Technology Services
<b>Last Review</b>	September 2014
<b>Next Review</b>	September 2016
<b>Approval</b>	SLT 14/11/275

### Purpose:

To ensure all Massey University owned Desktop Hardware and Software is procured in the most cost effective way; meets legal requirements and conforms to the Massey Standard Operating Environment (SOE) guidelines.

### Audience:

All users of ICT systems at Massey University including staff, students, visitors, contractors and affiliates

### Policy:

#### Desktop Hardware

Departments must purchase all desktop hardware in accordance with the University's procurement policy, and Information Technology Services (ITS) catalogue and procedures.

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

Should the standard hardware products offered not meet your University business / research needs you should determine your requirements and forward these, with justifications for the proposed purchase, to ITS for approval via the CTO Hardware Exception Process.

Only the desktop hardware purchased according to the University purchasing policies detailed in the University Purchasing Manual and specified in the SOE guidelines will be supported by ITS.

ITS may require the desktop hardware to be upgraded in order to continue to be supported.

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

- hardware leasing
- IT equipment disposal
- University asset disposal

#### Desktop Software

Departments must purchase all Desktop Software in accordance with the University's procurement policy, and Information Technology Services' catalogue and procedures.

The use of unlicensed software is strictly prohibited on Massey University owned desktop hardware; which includes software that has been purchased or downloaded for use on private (home) computers.



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.

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

### **Internal Controls**

The unauthorised duplication or usage of software or documentation constitutes copyright infringement, regardless of whether it is done for sale, free distribution, or the copier's own use.

Unauthorised duplication or usage of software (or "software piracy") is both a violation of the law and contrary to established standards of conduct for Massey University employees and students. Employees or students who make, acquire, or use unauthorised copies of computer software or documentation may be subject to disciplinary action, or individual legal action.

Massey University will enforce strong internal controls to prevent the making or use of unauthorised copies of software. These controls will include periodic assessments of software use and audits of University computers to ensure compliance.

### **Definitions**

**Department:** A Unit or School, Institution etc. that controls its own budget

**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

**CTO:** Custom to Order Hardware purchasing

**ICT:** Information and communications technology

### **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.

### **Relevant Legislation**

Copyright Act 1994

### **Related procedures / documents:**

- [Policy on Staff Conduct](#)
- [Procurement Policy](#) and [Procedure](#)
- [Telecommunications Policy](#)
- [ITS Website – Purchase hardware and software](#)
- SOE Guidelines



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