

<b>Policy Title:</b>	<b>Sustainable IT Policy</b>
<b>Policy Reference:</b>	<b>ITP0014 -2</b>
<b>IT Governance Section:</b>	<b>Strategic Alignment</b>
<b>Subsection:</b>	Strategy Generation
<b>Owner:</b>	Director of IT / Sustainability Committee
<b>Effective Date:</b>	20/09/2021
<b>Date of Next Review:</b>	Sept 2022
<b>Status:</b>	Final

## Sustainable IT Policy

### 1. SCOPE AND PURPOSE

- 1.1. This policy is for the operation and management of IT infrastructure and service provision (and related ancillary equipment) within Bournemouth University (BU) in order to contribute to the strategic goals and objectives of the BU2025 Strategic Plan, Estates Development Framework, Sustainability Policy and Climate and Ecological Action Plan (CECAP).
- 1.2. Implementation of this Policy forms part of BU's commitment to help deliver the UN Sustainable Development Goals
- 1.3. This policy covers all IT infrastructure and services owned, operated or otherwise provided by BU, as well as ancillary equipment whose operation is directly linked to the operation of IT equipment.

### 2. KEY RESPONSIBILITIES/ENFORCEMENT

- 2.1. All users of BU IT infrastructure and services are responsible for complying with this policy by adopting the process and procedures which support the policy.
- 2.2. Business and System owners are responsible for implementing the administrative and technical controls which support and enforce this policy.
- 2.3. The Digital University IT (DU IT) Committee Board is responsible for ensuring the commitments in this Policy are implemented.

### 3. Related BU DOCUMENTS/REFERENCES

- 3.1. BU IT Investment Plan / Digital Enablers Plan
- 3.2. BU Climate and Ecological Crisis Action Plan (CECAP)
- 3.3. BU Estates Development Framework
- 3.4. BU Sustainability Policy
- 3.5. BU2025 Vision and Strategy
- 3.6. BU Sustainable Procurement Policy
- 3.7. BU Sustainable Construction Policy

### 4. All Users

- 4.1. All users should turn off their BU peripheral equipment, such as local printer, monitors, scanners etc, at the end of the working day.
- 4.2. All equipment will be enabled to enter power saving mode unless it impacts on teaching. Where teaching is impacted by power savings modes optimisations will be made to attempt to facilitate both power saving and uninterrupted teaching.
- 4.3. All users should try to minimise the amount of printing they carry out, only printing when necessary.
- 4.4. All users should use the BU provided default printing standards (double-sided printing, black and white).
- 4.5. All staff should adopt the mobile working solution to have a more flexible, collaborative way of working when on-campus or remote.
- 4.6. All staff should use the BU softphone on their BU mobile device over a physical IP Phone, where appropriate and achievable.
- 4.7. All users should use video conferencing and other BU provided collaboration technology in order to reduce the amount of business travel where appropriate and achievable.

### 5. Development of IT solutions

- 5.1. Sustainable ICT must be built in to the development of high level BU architecture and considered in the strategic direction of the university's IT systems
- 5.2. The purchase of IT equipment and services must meet the commitments set out in the Sustainable Procurement Policy and Life Cycle Analysis procedure.
- 5.3. Energy use should be evaluated during testing where possible, and opportunities to reduce energy requirements should be considered wherever practical during development and throughout the service lifecycle.

### 6. End User Computing

- 6.1. Ensure that power management software is installed and enabled on all BU provided end user computing devices, where possible, to ensure automatic power down while not in use. Where not possible to implement this should be under continual review.
- 6.2. Supporting mobile working solutions enabling staff to work remotely

### 7. Data Centres, Communication Rooms and specialist IT facilities

- 7.1. The BU IT Investment Plan/Digital Enablers both promotes a Cloud First approach which aims to reduce the power consumption within the BU Data Centres. The recommendation is to only use cloud services over BU on-premise infrastructure when it is cost effective or delivers a better service for staff and students than running from BU on-premise infrastructure.
- 7.2. The BU IT strategic vision will be to move towards a hybrid model enabling flexibility to utilise cloud services as well as on-premise infrastructure within the BU Data Centres.
- 7.3. BU Data centre equipment must be designed and operated to allow the optimisation of energy efficiency while meeting the agreed operational or service targets.
- 7.4. BU server and communication equipment operation and layout is best optimised for efficient machine running and minimal thermal output.

- 7.5. Energy use by BU Data centres must be monitored on a monthly basis and changes in consumption investigated.
- 7.6. IT Services will aim to keep the Power Usage Effectiveness (PUE)<sup>1</sup> in the Jurassic House Data Centre at or lower than 1.4 and the Studland House Data Centre at or lower than 1.6.

## 8. Purchasing and disposal of IT equipment

- 8.1. All IT equipment and services purchased for use by BU staff and student use suppliers who meet the criteria defined in the Sustainability Policy, Sustainable Procurement Policy and Climate and Ecological Crisis Action Plan and includes a life cycle analysis to ensure environmental and ethical standards are met.
- 8.2. All redundant BU owned IT equipment is reused or recycled in compliance with current legal requirements.

## General

### 9. Review

- 9.1. Annual review and sign off of this Policy by the DU IT Committee and endorsement by the Sustainability Committee to support BU's Sustainability Policy, CECAP and continual environmental improvement.

### 10. Publication

- 10.1. This policy is published on the BU Staff Intranet site and publicly available on the Sustainability web page. It has been communicated to both staff and students.

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<sup>1</sup> **Power usage effectiveness (PUE)** is a ratio that describes how efficiently a computer [data center](#) uses energy; specifically, how much energy is used by the computing equipment (in contrast to cooling and other overhead). An ideal PUE is 1.0. Anything that isn't considered a computing device in a data center (i.e. lighting, cooling, etc.) falls into the category of facility energy consumption.