



Policy Title:	Sustainable IT Policy
Policy Reference:	ITP0014 -1
IT Governance Section:	Strategic Alignment
Subsection:	Strategy Generation
Owner:	Director of IT / Chief Operating Officer
Effective Date:	28/01/2019
Date of Next Review:	1/12/2020
Status:	Final - Approved

IT Services

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 Strategic Plan, Estates Development Framework, Sustainability Policy and Carbon Management Plan.
- 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. It also incorporates personal IT equipment if it uses energy supplied by BU.
- 1.4. This policy is applicable to all users of BU IT and Audio Visual services.

2. KEY RESPONSIBILITIES/ENFORCEMENT

- 2.1. All users 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 DU IT Committee Board is responsible for ensuring the commitments in this Policy are implemented. The Director of IT is responsible for the implementation of the Policy on a day to day basis.
- 2.4. It is the responsibility of line managers to ensure that staff are made aware of this policy.
- 2.5. It is the responsibility of Student Services to ensure that students are made aware of this policy.

3. Related BU DOCUMENTS/REFERENCES

- 3.1. BU Carbon Management Plan
- 3.2. BU Estates Development Framework
- 3.3. BU Sustainability Policy
- 3.4. BU IT Infrastructure & End User Computing Plan / Digital Enablers Plan
- 3.5. BU2025 Vision and Strategy
- 3.6. BU Sustainable Procurement Policy

Policy

4. All Users

- 4.1. All users must ensure they are logged out when not using BU provided IT and Audio Visual equipment.
- 4.2. All users should turn off their BU display screens at the end of the working day before leaving the campus. IT will ensure that all BU monitors enter power saving mode after 10 minutes of inactivity.
- 4.3. All users should switch off BU peripheral equipment, such as chargers, at the end of the working day.
- 4.4. All users should try to minimise the amount of printing they carry out, only printing when necessary.
- 4.5. All users should use the BU provided default printing standards (double-sided printing, black and white).
- 4.6. 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. Ensure that operational energy requirements are quantified and documented, where possible and meaningful, during the estimation process of the IT development lifecycle, particularly in solution design.
- 5.3. Ensure that energy use is 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.

7. Data Centres and Communication Rooms

- 7.1. BU Data centre equipment must be designed and operated to allow the optimisation of energy efficiency while meeting the agreed operational or service targets.
- 7.2. Ensure that BU server and communication equipment operation and layout is best optimised for efficient machine running and minimal thermal output.
- 7.3. Energy use by BU Data centres must be monitored on a monthly basis and changes in consumption investigated.

8. IT Services General

- 8.1. IT Services will ensure that when procuring IT equipment and services for BU it chooses suppliers who meet the criteria defined in the Sustainability Policy, Sustainable Procurement Policy and Carbon Management Plan and includes a life cycle analysis to ensure environmental and ethical standards are met.

8.2. IT Services will ensure all redundant BU owned IT equipment is reused or recycled in compliance with current legal requirements.

General

9. Review

9.1. Annual review by the DU IT Committee Board & signoff by the Sustainability Committee to ensure that corrective and preventative actions have been taken to drive continual 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 appropriately to both staff and students via the BU Staff Intranet. It is also included in the staff handbook.