Personal Computer Supply - Management Policy
Last Updated at IT Task Group - June 2017

Supply Policy

Following consultation and discussion at the IT Task Group it was agreed that:

i.   One computer per person provided from the University's ICT budget unless there is specific research project grant funding available, in which case the computer must be funded by the research project. The lowest cost option would be provided unless a clear need demonstrated the requirement for a more expensive device.

ii.   There is flexibility on the choice of PC/Mac – equivalent costs options have been identified (see below)

iii.   Retiring staff – in accordance with University's asset disposal & IT disposal policy - no equipment is to be taken by staff upon leaving the University. http://www.bangor.ac.uk/itservices/disposal/disposal.pdf

iv.   New members of staff should receive new equipment where required by Schools/departments.

v.   The current policies for renewal of PGR machines are to continue, although these currently differ, due to resources across the Colleges. These arrangements will be reviewed in consulatation with College Managers as required.

vi.   Mobile devices (phones/tablets) – continue with existing School/Departmental arrangements seeking to agree only required devices. Tablet devices should not normally be purchased as the provided computer could be changed to a lightweight portable laptop computer if a need can be demonstrated

Supply Arrangements

IT Services will provide colleges and service departments with a list of computers in use that are over 5 years' old. These will form the target for replacement (oldest first). Departments may wish to identify higher or lower priorities from within these lists based on known needs. They may also wish to swap around machines locally – IT services will assist with this where necessary but the oldest computers must be replaced with newer. Once staff are identified with a definite upgrade need then a helpdesk web page is used for them to specify their requirements such as laptop or desktop. Specifications will be checked before new computers are supplied.

Older computers will be replaced with a mix of new and re-used lab computers (less than 5 years old). Brand new computers shall be allocated to staff/students with a definite 5 year+ need. The total amount of new computers available will depend on budgets in any given financial year.

New Computer Types

There are two types of systems in common use – Windows & Mac. These run on their respective desktop or notebook type computers. IT Services will work with College Managers / Service Heads to determine the best type of computer needed in each case. It is proposed that any new systems purchased are:

Small Form Factor PC Windows Desktops
These ITX Space Savers from Stone will be the standard desktop windows offering. Built for the ultimate space maximisation they will be provided with a monitor, mouse and keyboard.

Mac Mini
For those requiring to work with Mac based systems then a Mac Mini system will be made available. These are more expensive than the Windows equivalent and will be supplied to exisiting mac users if the migration to Windows is not practical. Note that iMac all in one systems are considerably more expensive hence they are the preferred option.

Windows Based Notebook Computers

Many staff will need a notebook type computer. Note that this should not be in addition to a desktop computer. Those needing to use their notebook at a desk location(s) will also have "docking" facilities supplied with an external keyboard, mouse and monitor. The cost of a notebook computer and the additional monitor does make this a more expensive offering. However many staff will expect to be able to work remotely and if so will require this option.

Mac Based Notebook (Macbook, Macbook air etc)

By comparison to the above these are often the most **expensive** option. They will be supplied to staff with a **proven need** for portable Mac based systems including those exisiting Mac users whose learning time overhead to move to a Windows system would be uneconomical. The replacement cycle time for these units is not fixed but will depend on individual circumstances agreed between the department / College Head and IT Services.

Any other computer systems will be considered on a case by case basis which show clear need.

Paul Wood / David Robinson
IT Services October 2017