Policy Title:	**Environmental Management of Information Technology**
Policy Owner:	**Chief Information Officer**
Keywords:	**1) Computers 2) Multi-Function Devices 3) IT Procurement**
Policy Code:	**PL116 [it051]**

1. INTENT

Edith Cowan University is committed to minimising our energy wastage from e- waste, reducing our energy use from IT and reducing our consumption of IT consumables.

This document outlines the University's policy in relation to management of energy and paper consumption with respect to the Information Technology environment.

This policy also sets out our commitment to reduce our environmental impact and reducing associated costs by ensuring that computer resources, multi-function devices and SOE's operate at their most efficient levels.

2. ORGANISATIONAL SCOPE

This policy applies to all Edith Cowan University staff in relation to the purchasing, use and disposal of IT resources, printer and copier hardware and associated software purchased within the University.

Implementation of this policy will be the responsibility of Environment Services.

3. DEFINITIONS

TERM	DEFINITION
Computer Resources:	Includes but not limited to monitors, desktop and laptop computers; scanners; fax machines; printers; PDAs (Personal Digital Assistants) and servers.
SOE:	Standard Operating Environment - a specification for a standard architecture and application/software to be used for computers within the University.
Multi-Function Devices	Multifunction devices for printing, copying, scanning and faxing.

4. POLICY CONTENT

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Throughout the University, computers, multi-function devices and other computer resources collectively consume an enormous amount of energy and emit thousands of tonnes of greenhouse gases every year. Printers also consume a significant amount of paper, particularly where wastage occurs as a result of single sided printing. To address these environmental impacts the following steps should be taken:

4.1 All equipment purchased must comply with the environmental aspects of the purchasing policy and guidelines.

4.2 All IT purchased by the University must come with power management features built in.

4.3 Power management features must be enabled on all IT hardware and copying equipment.

4.4 All printers and multi-function devices purchased must have the capability to print duplex.

4.5 The duplex function must be enabled as the default setting on all printers/copiers.

4.6 Power management features on computers should be optimally set to:

a) Switch monitors off after 15 minutes;

b) Activate standby system standby after 30 minutes;

c) Turn off hard disk after 30 minutes, and

d) Activate system hibernation after 2 hours.

4.7 Strategic & Governance Services Centre may perform internal audits of hardware to ascertain compliance with this policy.

4.8 Green Officers will undertake checks to ensure this policy is being adhered.

4.9 Disposal of e-waste must comply with the University's asset disposal system.

5. ACCOUNTABILITIES AND RESPONSIBILITIES

In relation to this policy, the following positions are responsible for the following

Policy Owner

The Policy Owner, the Chief Information Officer, has overall responsibility for the content of this policy and its operation in ECU.

All users are required to comply with the content of this policy and to seek guidance in the event of uncertainty as to its application.

All members of the University community are expected to comply with University Policy.

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6. RELATED DOCUMENTS:

- Strategic Procurement Policy (PL260 – [ad093]) at
  http://policysearch.ecu.edu.au/WebDrawer.PolicySearch/Record/558/file/document

7. CONTACT INFORMATION

For queries relating to this document please contact:

Policy Owner	Chief Information Officer
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8. APPROVAL HISTORY

Policy Approved by:	Vice-Chancellor Vice President (Resources) and Chief Financial Officer
Date Policy First Approved:	May 2006
Date last modified:	June 2017
Revision History:	31/05/2008 – Review of Policy 30/04/2010 – Review of Policy 19/07/2012 – Policy Owner changed from F&S to ITSC 13/06/2017 – Update related policies/documents and hyperlinks; policy code changed from fs033 to it051
Next Revision Due:	June 2020
TRIM File Reference	SUB/4520

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