Policy Title: Environmental Management of Information Technology

Descriptors: 1) Computers  2) Mopiers  3) IT procurement

Category: Facilities and Services Information Technology

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, mopiers 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

| Computer Resources: | Includes but not limited to monitors, desktop and laptop computers; scanners; fax machines; printers; PDAs (Personal Digital Assistants) and servers. |
4. **Policy Content:**

Throughout the University, computers, mopiers, 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 mopiers 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 Risk Management and Audit Assurance (RMAA) 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.

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**SOE:** Standard Operating Environment - a specification for a standard architecture and application/software to be used for computers within the University.

**Mopiers** Multifunction devices for printing, copying, scanning and faxing.
5. References:

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<tr>
<th>Policy Code:</th>
<th>fs033 PL116</th>
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<tbody>
<tr>
<td>Policy Owner:</td>
<td>Chief Information Officer, ITSC</td>
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| Approved by: | Vice-Chancellor
Vice President (Resources) and Chief Financial Officer |
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